

STEDHAM WITH IPING PARISH COUNCIL

Chairman: Lucy Petrie
Clerk: Morag Birch
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DRAFT

MINUTES: Meeting of SIPC Finance & General Purposes Committee - No. tbc/Year 4/15-19

Held on: Wednesday 11th July 2018

At: Stedham Memorial Hall

Present: Olia Mitskevich (F&GP Chairman)
Lucy Petrie
John Wheelhouse
Catherine Myres

The Openness of Local Government Bodies Regulations are in force, giving a right to members of the public to record (film, photograph and audio-record) and report on proceedings at meetings of the Council and its Committees.

1. DECLARATIONS OF INTEREST: None

2. APOLOGIES FOR ABSENCE: Martin Perry

3. STANDING ORDERS: To review/amend Model Version, issued by National Associations of Local Councils (NALC), to address SIPC particular requirements:

3.1. Query raised whether SIPC own a Council Seal. It was confirmed, by the Clerk, subsequent to the meeting that SIPC do not own a Seal.

3.2. It was agreed that any changes to Standing Orders would be circulated to members of the PC and raised at the next SIPC meeting due 18th July for review and approval.

4. FINANCIAL REGULATIONS: To review/amend Model Version, issued by National Associations of Local Councils(NALC), to address SIPC particular requirements:

4.1. Clerk to confirm who has legal responsibility if Clerk and RFO roles are separated.

4.2. Query whether a cheque can be raised by RFO on basis of receipt of pro-forma invoice which has already been approved by full council. F&GP to confirm process.

4.3. Clerk to confirm whether an audit has been completed re. GDPR and data protection requirements. Also, clerk to investigate suitable data storage mechanisms including Cloud storage.

5. ANY OTHER BUSINESS:

5.1. Budget - RFO to investigate providing a "planned versus actual spend" spreadsheet so PC know whether they are still within budget and have sufficient funds to cover the remaining period

5.2. Defibrillator - Quotes received from Primary Care (Indoor - £1074 & Outdoor - £1498). A minimum of 2 quotes are required, RFO to contact NHS Ambulance Service and then apply to New Homes Bonus for funding.

5.3. WSCC estimates work to re-surface the bridleway between Iping Lane and Rotherhill Nursery Track will be £2,500 to £3,000. Lucy Petrie to contact SDNPA to confirm whether they will provide any funding.

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5.4. New Homes Bonus - funds available from CDC for use in local parishes. SIPC have been allocated £1200. Deadline to apply for funds is 30th July 2018. Proposed items for use of funds:

- Defibrillator
- Notice Board for Iping Village - RFO received quote for £345+VAT
- Village signs - CDC not interested - suggested crowd-funding
- Fitness equipment - Lucy Petrie to confirm specifications and RFO to get quotes.

5.5. Procedures - All Councillors to be asked to approve that ownership of emails using their **.gov.uk** addresses remains with the SIPC. Lucy Petrie to propose at next SIPC meeting due 18th July.

5.6. Both RFO and Clerk's email **.gov.uk** address will be added to Website

5.7. Olia Mitskevich to propose following at next SIPC meeting due 18th July:

- Reduce number Councillor signatures required for cheques and other bank authorisations from three to two
- Close the reserve account in NatWest and open savings account in Lloyds for reserve funds.

5.8. Clerk to confirm no Planning Applications have been overlooked during transition to new Clerk

5.9. Neighbourhood Plan

- Regulation 14 Consultation document needs to be amended. Lucy Petrie to provide recommendations and open up for discussion
- Notes from meeting with SDNPA on 21st June to be uploaded to website
- All comments received during consultation to be uploaded to website. Lucy Petrie to do all statutory responses. Clerk and Olia Mitskevich to do the remainder, anonymised as required
- Lucy Petrie to raise fitness and footpath trails at next SIPC meeting due 18th July

5.10. Register of Interests to be uploaded to website. Clerk and Lucy Petrie to action

5.11. Lucy Petrie to prepare document, to be uploaded to the website, summarising role, responsibilities and activities of the SIPC and its Councillors

6. DATE OF NEXT F&GP MEETING: TBC

Conclusion 9:00pm

CHAIRMAN:..... **DATE:**.....