

**Furneux Pelham
Parish Council
Meeting**

05/11/2015
20:00
Village Hall

Notice is hereby given of the above meeting for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

Fiona Forth, Parish Clerk 30/10/15

Note taker: Clerk

Councillors: S Bratt, C Cantes, R Gale, E Rowland, H Smart, D White

Welcome: Councillor Geoff Williamson, EHDC and Councillor Graham McAndrew, HCC

Agenda

1) Apologies	None received															
2) Adoption of previous minutes	To approve as a correct record and authorise the Chairman to sign: a) the Minutes of the meeting held on 3 September 2015 b) the Minutes of the special meeting held on 24 September 2015	All														
3) Declarations of interest	To receive any Councillors' declarations of interests	All														
4) Matters arising	a) Mary Wheatley Trust - terms of appointment b) Finance - see item 5f) below c) Car Park - see item 5f) below d) Website - see item 8 below e) Mobile library - see item 11a) below f) Planning applications - see item 11b) below g) Annual plan	Clerk Clerk														
5) Finance	a) Update on current financial position b) Expenditure <ul style="list-style-type: none"> • to be approved <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Clerk's expenses</td> <td style="text-align: right;">£33.85</td> </tr> </table> • payments made since last meeting <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Fred Knight, litter picking</td> <td style="text-align: right;">£70.00</td> </tr> <tr> <td style="padding-left: 20px;">Clerk's expenses</td> <td style="text-align: right;">£105.46</td> </tr> <tr> <td style="padding-left: 20px;">Clerk's salary, September</td> <td style="text-align: right;">£222.32</td> </tr> <tr> <td style="padding-left: 20px;">BDO, external audit fee</td> <td style="text-align: right;">£120.00</td> </tr> <tr> <td style="padding-left: 20px;">Village Hall, lights</td> <td style="text-align: right;">£180.00</td> </tr> <tr> <td style="padding-left: 20px;">Clerk's salary, October</td> <td style="text-align: right;">£222.32</td> </tr> </table> <p style="text-align: center;"><i>Continued</i></p>	Clerk's expenses	£33.85	Fred Knight, litter picking	£70.00	Clerk's expenses	£105.46	Clerk's salary, September	£222.32	BDO, external audit fee	£120.00	Village Hall, lights	£180.00	Clerk's salary, October	£222.32	Clerk
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	<p>c) Donation requests:</p> <ul style="list-style-type: none"> • Herts Air Ambulance - no specific amount, donated £100 prior year • Parochial Parish Council - no specific amount, donated £800 prior year • Village Hall Committee - request for £40 donation for Christmas tree, same as prior year <p>d) External audit report and action plan</p> <p>e) Revised budget for 2015/16 and forward financial plan 2016/17 to 2020/21</p> <p>f) Matters arising from last minutes:</p> <ul style="list-style-type: none"> • Bank signatories • Online banking and direct debit mandates • Car park receipts <p>g) Annual review of fixed assets</p>	
6) Hixham Hall	Matter raised by Albury Parish Council regarding a Modification Order - FP 14 and Hixham Hall	Chair
7) Governance documentation	<p>To review and approve the following governance documentation:</p> <p>a) Code of Conduct</p> <p>b) Standing Orders</p> <p>c) Financial Regulations</p> <p>d) Risk Management Policy Statement and Procedure</p> <p>e) Risk Register</p> <p>f) Clerk Disciplinary Procedure</p> <p>g) Complaints Procedure</p> <p>h) Data Protection Policy and Information Security Policy</p> <p>i) Document Retention Policy</p> <p>j) Equal Opportunities Policy</p> <p>k) Freedom of Information Policy</p> <p>l) Information available under FOI Publication Scheme</p> <p>m) Grievance Procedure</p> <p>n) Health and Safety Policy</p> <p>o) Travel and Expense Policy</p>	Clerk
8) Website	<p>a) Update on development of website</p> <p>b) Update on application for funding</p>	Clerk
9) Allotments	Progress update	D White
10) Village Hall Committee	Update from Parish Council representative	D White
11) Correspondence	<p>a) Mobile Library (matter arising from last meeting)</p> <p>b) Planning applications</p> <p>c) Communications to Parish Clerk</p>	Clerk