



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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FINANCE & POLICY COMMITTEE

**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL
AT THE NEXT MEETING ON 6th NOVEMBER 2013**

**A MEETING OF BRAMSHOTT & LIPHOOK PARISH COUNCIL
FINANCE AND POLICY COMMITTEE TOOK PLACE AT 7.30 PM IN
THE HASKELL CENTRE, MIDHURST ROAD, LIPHOOK ON
WEDNESDAY 4th SEPTEMBER 2013**

MINUTES

PRESENT:

Cllr Maroney (Chairman)

Cllr M Croucher

Cllr D Jerrard

Mr P J Stanley - Clerk

Also in attendance: Cllr J Poole, Cllr B Easton.

One member of the public and one member of the press were present.

69/13 CHAIRMAN'S ANNOUNCEMENTS

Cllr Maroney welcomed those present to the meeting and explained the fire exits.

70/13 APOLOGIES FOR ABSENCE

Cllr Jordan, Cllr Robinson, Cllr Hoskins

71/13 DISCLOSURE OF INTERESTS

No interests were declared.

72/13 MINUTES OF PREVIOUS MEETINGS

Minutes of the meeting held on 3rd July 2013 were unanimously approved.

73/13 MATTERS ARISING FROM THE MINUTES

There were no matters arising

74/13 PUBLIC PARTICIPATION SESSION

Meeting adjourned

Public Questions not on the Agenda

None

Questions relating to business on the Agenda

None

Meeting Reconvened

75/13 RISK MANAGEMENT

The Chairman explained the new format for the risk assessment register and provided some examples. It was agreed that the work of updating the risk assessments will be delegated to each committee and that at least one councillor and one member of staff should jointly conduct each risk assessment. Three draft risk assessment were distributed to each chairman. It was the responsibility of each committee chairman to ensure these assessments are completed by the next meeting of F&P in November 2013.

76/13 AUDIT PLAN

The audit action plan was considered. It was noted that most of the actions had already been completed and the last few were on-going actions. The document was approved.

77/13 MILEAGE RATES

The proposed increase in mileage rates from 40p to 45p back dated to 1st April 2013, to reflect the HMRC figures as recommended by the Internal Auditor was unanimously approved.

78/13 BUDGET MONITORING 2013/14

The budget monitoring report for the first quarter (April to June 2013) was considered. It was noted that there was a small projected overspend of £4k. However, as the report covers the early part of the year, it was felt that action could be taken to bring the budget into balance by year end. This monitoring report was accepted.

79/13 BUDGET PLANNING 2014/15

The Chairman advised the committee that it was now the time to start budget planning for the 2014/15 financial year. Each committee needed to look at their budgets and update it with any known changes to costs or income. The Clerk will provide each committee chairman with an extract of their current year budget.

Committees should work towards having their draft budgets ready for the next F&P meeting in November.

80/13 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

The Motion: "In accordance with the provisions of section 1(2) of the Public Bodies (admission to Meetings) Act 1960 the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted

Proposed Cllr Maroney, Seconded Cllr Croucher, unanimously approved.

Chairman

Date