

**PAINSWICK PARISH COUNCIL**  
**FINANCE & GENERAL PURPOSE & PERSONNEL COMMITTEE**

**MINUTES OF A MEETING HELD ON WEDNESDAY 23rd NOVEMBER 2016**  
**at 7.00 p.m.**

Present: Cllr Ian James Chairman  
 Cllr Ann Daniels  
 Cllr Rob Lewis  
 Cllr Martin Slinger

**1. APOLOGIES FOR ABSENCE**

Apologies were accepted from Cllr Abigail Smith

**2. MINUTES OF THE MEETING HELD ON 2nd MARCH 2016**

The Minutes were approved and signed as a true record.

**3. MATTERS ARISING NOT ON THE AGENDA**

There were none.

**4. TOWN HALL HIRE CHARGES - REVIEW**

The Committee agreed to recommend to the Council that the charges remain unchanged.

**5. PAINSWICK YOUTH AND COMMUNITY PAVILION CHARGES – REVIEW**

The Committee agreed to recommend to the Council that the charges remain unchanged.

**6. PAINSWICK CEMETERY FEES – REVIEW**

The Committee agreed to recommend to the Council that the charges remain unchanged.

**7. SECTION 137 GRANTS**

The Committee to recommend that the Council agreed to the following grants:

Stroud Citizens Advice Bureau	£500.00
County Air Ambulance	£ 50.00
Painswick Friday Club	£100.00
PSALMS (rental costs)	£200.00
Painswick Toddler Group	£100.00
<b>TOTAL =</b>	<b>£950.00</b>

**8. FINANCIAL REPORT FOR THE PERIOD 1<sup>ST</sup> APRIL TO 30<sup>TH</sup> SEPTEMBER 2016**

The RFO presented a report which is attached to the minutes; the report reflects that expenditure is in line with the budget.

**9. BUDGET REQUIREMENT FOR FINANCIAL YEAR 2017/18**

The Committee agreed to recommend that the attached budget as presented by the RFO be agreed by the Council.

**10. TO RECOMMEND THE PRECEPT FOR THE FINANCIAL YEAR 2016/17**

The Committee agreed to recommend to the Council that the precept be increased by 5 per cent after taking into account the changes to the electoral numbers.

**11. TO CONSIDER THE QUOTES FOR THE LODGE BOILER SYSTEM AND RECOMMEND ONE TO PUT FORWARD TO THE COUNCIL**

The Committee agreed to investigate the costs of an Air Source Heat Pump.

**12. TO UPDATE THE FINANCIL RISK ASSESSMENT**

The financial risk assessment was reviewed and accepted by the Committee.

**13. TO CONSIDER AND APPROVE A CHECKLIST FOR THE INTERNAL FINANCIAL CONTROL CHECKS**

The Committee approved the checklist subject to the addition of wording in regards to reporting action.

**14. PERSONNEL:****a. To consider increasing working week for the Deputy Clerk by 1 hour.**

The Committee agreed to recommend to the Council that the Deputy Clerks hours be increased by 1 hour a week due to the increase in work commitments as a result of the Transparency Act to be effective on 1<sup>st</sup> December 2016.

**b. To Discuss the future options for the Council Apprentice.** The Committee received an update on the Apprentice from the Clerk and agreed to discuss it further in March 2017.**15. DATE OF NEXT MEETING – 24<sup>th</sup> February 2016.**

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8.15 p.m**