



## Trotton with Chithurst Parish Council

### **Detailed agenda** (notes in blue)

**1. Apologies for absence** Only John & Katherine so far

**2. Disclosure of Interests**

To receive any disclosure by Members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as personal, pecuniary or prejudicial under the terms of the Code of Members Conduct.

**3. Job Description of Clerk and Proper Officer.**

To consider, amend as necessary and approve the job description already circulated.

**4. Appointment of Clerk and Proper Officer.**

To consider the appointment of Neil Ryder as (voluntary unpaid) Parish Clerk and Proper Officer and to approve the cost of an introductory training course.

WSSC "New clerk's day" provisionally booked for 20 July – cost: £90

**5. Approve the council's annual accounting and governance statements**

This statement is required as sections 1 & 2 of the council's annual return.

See attached draft copy of council annual return (attachment 1) – sections 1 and 2 have been approved by Carola and John (the council's responsible finance officer) and the internal auditor has already signed page 5. We need a minute to record that they were approved by the council and then we can put a notice on the notice boards and website giving the public 30 days to inspect the return before we send it in. We have until 30 June to post this notice.

Attachment 2: breakdown of figures for section 2 of annual return

**6. Approve the formation of a finance committee of the council**

To delegate simple financial decisions (such as signing cheques) to a committee of the council comprising at least 2 council members and chaired by the Responsible Financial Officer (currently John Daborn), and to approve the use of online and telephone banking within approved policies.

Carola and John met Neil to discuss the financial records and policies and Neil asked to have a smaller committee to approve day-to-day expenses. Carola and John propose the following:

- Committee chairman: responsible finance officer (currently John)
- Members: Chairman, RFO & clerk (currently John, Carola and – subject to item 4 above - Neil)
- Committee authorised to approve all payments within the agreed budget (to be proposed at next council meeting) and for items outside budget up to a cumulative maximum of £100, but need full council permission for other amounts / items.

**7. Date of next meeting: Wednesday 13<sup>th</sup> July 2016 at Southdowns Manor (already booked).**