

## **NOTES OF A MEETING OF THE PROCEDURES WORKING GROUP**

**Held on 25<sup>th</sup> March 2013 at 10.00am**

Present: Cllr Greatrex, Cllr Hughes, Cllr Alker, Jayne Cooper

**1) To elect a Chairman**

As the group was not fully represented, this item will be carried forward.

**2) To receive apologies and note absences**

Cllr Payne and Cllr Deegan

**3) To receive and confirm the notes of the last meeting held on 22 November 2011**

The notes were approved as true and accurate record

**4) To discuss any matters arising not dealt with elsewhere on the agenda**

**Item 7 Quality Status** - Gnosall Parish Council had been certified as a Quality Council (re-accreditation) in March 2012

**5) To carry out the annual review of Standing Orders**

The Standing Orders were reviewed and discussed. It was proposed, seconded and agreed to recommend a change to page 5, 12i regarding the order of business at the Annual Council meeting to be amended from:

12i *“To inspect any deeds and trust investments in the custody of the Council as required to read:*

*“An inspection of the deeds in the custody of the Council to be carried out within six weeks of the Annual meeting”.*

This was felt more appropriate as the deeds, although present at the Annual Meeting are usually inspected in the days/weeks after the meeting rather than during the meeting.

**6) To carry out the annual review of Financial Regulations**

The Financial Regulations were reviewed and discussed. It was proposed, seconded and agreed to recommend a change to page 2, 3.4 and page 3, 3.9 regarding emergency expenditure to be amended from:

Item 3.4

*The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500, to read:*

*The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement, **including work that is deemed a health and safety***

***matter**, or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.*

Item 3.9

*When payments cannot be authorised by Council as there is a delay of more than one month between council meetings, then three of either the Chairman, Vice Chairman or Committee Chairman may authorise normal payments on behalf of Council.*

To read

*When payments cannot be authorised by Council as there is a delay of more than one month between council meetings, then three of either the Chairman, Vice Chairman. **Chairman of Resources** or Committee Chairman may authorise normal payments on behalf of Council.*

**7) To agree the time and date of the next meeting**

March 2014