

NORTON CANES PARISH COUNCIL

Minutes of Audit & Governance Committee
held on 5th September 2011
at Norton Canes Parish Office

Present: Cllrs.P.Gilbert, A.Gilbert, J.Bernard, J.Davies, Z.Stretton and L.Florence (Clerk)

1. Policies

The Clerk informed the meeting that she had reviewed the following policies:

- Standing Orders
- Financial Regulations
- Business Risk Assessment

Discussion ensued on the reviewed documents which had been previously circulated. Minor amendments were made and agreed which will be put before the September Council meeting for adoption.

Action: Policies to be put before September Council meeting for adoption.

2. Legal Agreement re Unit 13

The Management Agreement between Norton Canes Parish Council and Koncas is due for review for the last year of the lease which ceases on the 7th September 2012.

Discussion ensued and it was agreed that the County Council Legal Dept should be requested to update the Agreement to include a clause with regard to the delapse of the Lease to ensure that Koncas are responsible for any work that is required to be undertaken under the terms of the Lease.

3. **Date of Next Meeting: To be arranged.**

Meeting closed at 7.00 p.m.

SIGNED **DATED**