

**KING'S SUTTON PARISH COUNCIL
FINANCE GOVERNANCE & POLICY COMMITTEE**

**MINUTES OF THE MEETING HELD
AT 7.30 P.M. ON THURSDAY 16TH JANUARY 2018
IN THE KING'S SUTTON MILLENNIUM MEMORIAL HALL**

PRESENT: Councillors R Irving (Chairman), R Burrell, J Creed, R Sykes

ABSENT: Cllr T Forde

IN ATTENDANCE: Mrs A Le Druillenec (Clerk)

CHAIRMAN'S ANNOUNCEMENT:

The Openness of Local Government Public Bodies Regulations 2014:

No Members of the Public were present and the Chairman did not make the Announcement.

FGP: 84.17/18 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Apologies had been received from Cllr Forde.

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Creed to Approve the Reason for Absence submitted by Cllr Forde.

FGP: 85.17/18 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

None.

B. Other/Personal/Non-Statutory Interests:

Councillor	Agenda Item	Reason
R Burrell	9.1: S106 developer contributions for Leisure, Recreation and Open Space	Chairman and Trustee, KSMMH Committee of Management. The Committee had successfully applied for 2 funding allocations.
R Irving	9.1: S106 developer contributions for Leisure, Recreation and Open Space	Parish Council representative on the KSMMH Committee. The Committee had successfully applied for 2 funding allocations.

Noted.

C. To receive Requests for Dispensations:

None.

FGP: 86.17/18 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COMMITTEE ON ITEMS LISTED ON THE AGENDA:

None.

FGP: 87.17/18 TO CONFIRM THE ACCURACY OF THE MINUTES:

A. Meeting held 21st November 2017: (previously distributed)
Amendment: Re-numbering of the Minutes from FGP: 62.17/18 in consecutive order.

RESOLVED: It was proposed by Cllr Creed and seconded by Cllr Irving to Approve the Minutes of the Meeting (as amended) held 21st November 2017.

B. Extra Meeting held 14th December 2017: (previously distributed)
Amendment: Re-numbering of the Minutes from FGP: 78.17/18 in consecutive order.

RESOLVED: It was proposed by Cllr Creed and seconded by Cllr Burrell to Approve the Minutes of the Meeting (as amended) held 14th December 2017.

FGP: 88.17.18 RFO REPORT: (circulated at the Meeting)

1. Matters Arising:

Minute No. FGP: 61.17/18B: BT Telephone and Broadband: The Parish Council reviewed the prices of BT and Broadband services in December 2017 and January 2018. The prices subsequently quoted by BT differed to that originally quoted in both instances.

Arising from the last conversation with BT the Clerk opted for a 12 month contract with BT Residential for telephone at £33.49/month, inclusive of Call Divert. The Broadband Business package with BT will continue.

Agreed: To **support** the latest development.

Minute No. FGP: 65.17/18A: King's Sutton Garden Club: Letter of thanks dated 10th January 2018 from the Chairman of the Garden Club. (The Chairman read out the letter to the Meeting.)

Minute No. FGP: 67.17/18: S136 Mowing Agreement 2018: Signed and submitted on 19th December 2017.

Minute No. FGP: 69.17/18: King's Sutton Churchyard:
Transfer of Responsibilities: Letter sent to the Secretary, King's Sutton PCC on 28th November 2017. Acknowledged on 5th December 2017- the letter had been passed on to the Vicar and Churchwarden. The Standing Committee of the PCC met on 15th January 2018.

Grasscutting costs: Our Contractor provided an estimate on 12th December 2017 which informed the setting of the budget 2018/2019.

Minute No. FGP: 70.17/18: Tree Warden TOR: No response has been forthcoming to requests for comments on the remit.

2. Other:

1. Bank Transfer: Notice of one month requesting a transfer of £10,000 from the Money Market 1 Month Notice Account to the Business Money Market Account was given on 12th January 2018. (in accordance with Financial Regulation 5.5c)

Noted.

2. S106 Allocation to KSPFA: Pavilion: Invoice No. 31 in the sum of £4,250.00. Request for payment.

Members had been invited to view the improvements made to the Pavilion but were sufficiently satisfied with the photographic evidence that the Treasurer of the KSPFA had provided.

RESOLVED:

It was proposed by Cllr Burrell and seconded by Cllr Sykes to Approve the payment.

Cheque No. 104706 was raised.

3. KS Times: Print run to increase by 100. Banbury Litho Ltd will not charge for the additional copies.

4. Annual Parish Meeting 2018: The Hall Manager has offered to ask the regular hirers of the large hall if they would forego their booking on either 24th or 25th April 2018.

Action: Cllr Burrell to follow up.

FGP: 89.17/18

INTERNAL CONTROLS 2017/2018:

A. To Note the Report of the Internal Control Councillor for Q3:

(Checklist available at the Meeting)

Cllr Burne had carried out the checks on 12th January 2018.

There were no issues.

Noted.

B. To review the Receipts and Payments Account to 9th January

2018: (previously distributed)

Observations:

i) Receipts:

Category 6: Adverts KS Times: Low

ii) Payments:

Category 2.1: Litter Services: The amount reflected the adjustment for second litter pick charge as in October and November 2017.

Category 8.1: Power: 2% of the budget unused.

C. To review the adequacy of the level of Fidelity Guarantee:

(information previously distributed)

Based on the estimated bank balance at the end of the year (£176,956) plus the first instalment of the Precept (£32,325) the exposure would be £209,281.

Agreed: That the current level Fidelity Guarantee insurance cover of £250,000 was adequate.

RESOLVED:

It was proposed by Cllr Burrell and seconded by Cllr Sykes that no adjustment to the level of the Fidelity Guarantee was considered necessary.

C.1 Long Term Service Agreement 2013-2018:

The Agreement with the Parish Council's insurance provider ends on 31st May 2018.

Noted.**D. To consider the effectiveness of the System of Internal Audit, including the review of the Financial Risk Assessment and**

Statement of Internal Control: (Information previously distributed)

The Committee considered the following information:

A. Paper dated 11th January 2018 entitled 'Review of the Effectiveness of the System of Internal Control':

Agreed: To endorse the review.

B. Financial Risk Assessment 2017/2018:

Agreed: The levels of risk were appropriate

The Committee **Noted** the inclusion of potential risks: 'Lack of a Quorum' and 'Compliance with the new Data Protection Regulations'.

RESOLVED:

It was proposed by Cllr Burrell and Sykes to Recommend Approval of the Financial Risk Assessment 2017/2018.

C. Statement of Internal Control for the YE 31st March 2018:

Agreed:

- i) To express satisfaction with the Statement
- ii) That no procedures required amendment or enhancement.

RESOLVED:

It was proposed by Cllr Burrell and seconded by Cllr Creed to Recommend the Statement to the Parish Council for Approval.

FGP: 90.17/18**TO REVIEW FINANCIAL REGULATIONS:**

(Financial Regulations adopted 4th August 2016 previously distributed)

The Committee considered the limits set for Budgetary Control and the Authority to Spend.

Agreed:

- i) To make no adjustment to Paragraph 4.4 (Authority for the Clerk to spend a limit of £2,500 for necessary repair)

ii) To amend paragraph 4.9 (Material variances) to define 'material' as an adverse variance in excess of £250 for each budget category.

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Burrell to Recommend Financial Regulations as amended at Paragraph 4.9 for Approval.

FGP: 91.17/18 GRANTS OF FINANCIAL ASSISTANCE: TO CONSIDER APPLICATIONS:

None.

Cllrs Burrell and Irving had each declared a non-Statutory interest in the next Item.

FGP: 92.17/18 TO NOTE THE CURRENT POSITION RE. SECTION 106 DEVELOPER CONTRIBUTIONS FOR:

A. Leisure, Recreation and Open Space:

(Table of Payments to 9th January 2018 previously distributed)

Total Payments: £49,300.42 from Total Receipts of £57,886.11.

Noted.

Additional Payment: £4,250.00 KSPFA (Minute No. FGP: 88.17/18 refers)
Cllr Burrell reported that the mood lighting had been installed in the KSMMH for all users of the Hall.

A.1 Loop System: Cllr Burrell updated the Committee.

The Loop System was installed in the KSMMH on 16th January 2018. The actual cost was £1,650.96 including vat. This was £650.96 more than the original allocation. (Minute No. FGP: 67.17/18A refers)

RESOLVED: It was proposed by Cllr Sykes and seconded by Cllr Creed to Accept the revised quotation and Recommend that the Parish Council supports the allocation of £1,650.96.

B. Road Safety:

Funds held by NCC on behalf of the Parish Council: £8,771.

Noted.

B.1: VAS Adaptations:

B.1 Portable VAS: Solar Powered Locations under consideration:

- i) Traffic Pole on Astrop Road: Its suitability was questioned due to the proximity of the trees and signage already attached to the pole
- ii) Mill Lane: The preferred situation was above the 30 mph gateway.

B.2 Fixed VAS: Banbury Lane:

The Committee was in favour of converting the 30 mph LED message to one showing the actual speed of vehicles on entry to the village.

FGP: 93.17/18

CEMETERY: TO RECEIVE UPDATES ON PROGRESS IN RESPECT OF THE:

A. Acquisition of land to extend the Cemetery: Cllr Creed reported. Cllrs Forde and Creed had met with Mr Simon Harris, Consultant, Howkins and Harrison on 8th January 2018 to discuss the acquisition of 1.6 acres of land, including the access road. The land is currently in agricultural production and it was hoped that this would be reflected in the value of the land.

Agreed: To contact the Town Clerk, Banbury Town Council for his knowledge and experience regarding the requirements of the Environment Agency in relation to the proposed Cemetery extension.

Action: Cllrs Creed and Forde.

Mr Harris had subsequently contacted the landowner's agent to progress the matter.

Noted.

B. Installation of a Water Supply: Cllr Creed reported.

The trough was working.

Mill Lane had been closed on 8th January 2018 to enable Anglian Water to make the full metered connection.

The Chairman, on behalf of the Committee, commended Cllr Creed on this initiative.

FGP: 94.17/18

KING'S SUTTON CHURCHYARD: UPDATE:

Cllr Irving reported on the lack of progress.

A. King's Sutton PCC: The Standing Committee had met on 15th January 2018. The response to the Parish Council's letter of 28th November 2017 was awaited.

B. SNC: The response had been unhelpful.

Mr Paul Almond, Street Scene & Landscape Manager, SNC had, on the advice of his Legal Team, informed Cllr Irving that the Parish Council should acquire independent legal advice. Mr Almond was therefore unable to give answers to Cllr Irving's questions.

These were:

- i) Does either King's Sutton Parish Council or SNC definitely and legally have to take responsibility for the churchyard irrespective of its condition?
- ii) Does the church really have no legal responsibility to put the churchyard into good condition before handover?
- iii) Who pays for a definitive condition report?

Noted.

FGP: 95.17/18**WALES STREET FAS: UPDATE:**

Cllr Irving reported.

A. Surgery Meeting with Andrea Leadsom MP 12th January 2018:

Cllrs Forde and Irving had kept the appointment. Mrs Leadsom agreed to chair a High Level Meeting with the Environment Agency, NCC and SNC to find a way to get the Wales Street FAS back on track. It was hoped that the Environment Agency might be persuaded to find the money required.

B. SNC Cabinet Meeting 15th January 2018:

Cllrs Forde and Irving had attended as Observers. The Cabinet had discussed the Officer's Report and adopted the recommendations of the Report, including:

- i) To withdraw from the Project to support a barrier flood alleviation scheme for King's Sutton
- ii) To request that NCC as the Lead Flood Authority engages with the Environment Agency to progress a Property Level Resistance Scheme for the affected properties using the allocated funding available from the Environment Agency.

Noted.

FGP: 96.17/18**TO DRAFT TERMS OF REFERENCE FOR THE TREE WARDEN:**

Agreed: To defer this item.

FGP: 97.17/18**TO REVIEW THE PUBLICATION SCHEME:**

(Publication Scheme 2017 previously distributed)

Agreed: To suggest No Changes pending the final decision relating the transfer of churchyard responsibilities. (Class 7 - The services we offer)

Noted.

FGP: 98.17/18**TO NOTE THE NEW DATA PROTECTION REQUIREMENTS EFFECTIVE FROM 25TH MAY 2018:**

(Preparing for the General Data Protection Regulations (GDPR) '12 steps to take now': Information Commissioner's Office previously distributed)

Agreed: To defer until after the Clerk had attended a training course.

FGP: 99.17/18**TO RECEIVE ITEMS FOR THE NEXT MEETING (TUESDAY 20TH MARCH 2018):**

None.

The Meeting ended at 8.40 p.m.