

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

**MINUTES OF THE MEETING HELD
AT 7.30 P.M. ON TUESDAY 14TH MAY 2019
IN THE ASTROP ROOM, KING'S SUTTON MILLENNIUM MEMORIAL HALL**

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

ABSENT: Cllr R Sykes

IN ATTENDANCE: Mrs A Le Druillenc (Clerk)
Cllr R Field for Item 7, Insurance Policy.

**CHAIRMAN'S ANNOUNCEMENT:
The Openness of Local Government Public Bodies Regulations 2014:
The Announcement was taken as read.**

FGP: 01.19/20 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

None.

Cllr Sykes' Absence was **Noted**.

FGP: 02.19/20 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

None.

B. Other/Personal/Non-Statutory Interests:

Noted.

C. To receive requests for Dispensations:

None.

FGP: 03.19.20 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO ITEMS LISTED ON THE AGENDA:

None.

FGP: 04.19/20 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 19TH MARCH 2019:** (previously distributed)

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Burrell to Approve the Minutes of the Meeting held 19th March 2019.

FGP: 05.19/20 **RFO REPORT:** (previously distributed)

A. Matters Arising:

Minute No. FGP: 103.18/19

S106 Road Safety: Northants Highways carried out the Cat and Genny on 10th April 2019 and reported that, ‘The Cat and Genny survey had identified possibly 2 of the 3 services believed to be present in that area according to the service providers drawings (BT and electric). The detection of Gas would require a tracer to be run down the pipe.

The Cat and Genny investigation established that after leaving the first 1m from the edge of the carriageway clear for vehicle clearance, there are 2 areas approx. 300mm wide where it would be possible to install the post. If the Gas that is known to be present is located within 1 of those areas it should be feasible to commence at the other location.

N.B. The true extent of what buried services are present would only be confirmed once excavation commences. There is a possibility that other, as yet unidentified, services may be located which could still result in abortive works.’

An order for the pole was placed on 30th April 2019. An update

Pathfinder II: An application for £3,000 funds to buy in expert help was submitted on 9th May 2019. The focus was on surface water flooding rather than fluvial flooding at which some properties in Wales Street were at risk. Eligible properties would benefit not only from the Property Level Resilience Scheme directed by the Environment Agency but also from the Temporary Defence Deployment Plan. Engineers, WSP had advised that the implementation of the PLR scheme was nearing completion and had enquired about the merit of producing a flood emergency plan for Wales Street.

Agreed: To await the outcome of the bid to Pathfinder II and if successful to ask whether the professional advice could be extended to cover fluvial flooding.

Action: Cllr Forde. (Advise WSP)

Adoption of Footway Lighting, Halestrap Way: The 5No. units have been insured at a total replacement cost of £17,250, comprising unit costs of £500 for supply and installation of Chester column + £950 for supply and installation of D W Windsor lantern + £2,000 Distribution Network Operator connection.

Replacement Laptop and Printer: Purchased 6th May 2019.

Minute No. 107.18/19B: Grasscutting Contract: On 28th March 2019 the Contractor accepted the Parish Council’s proposal that he holds the

new prices for 3 years. A 3 year contract was entered into on 25th April 2019 for the period 1st April 2019 – 31st March 2022.

Minute No. 108.18/19: Dog Waste and Litter Service: The Contractor continues to provide the service.

KS Playing Fields Association: The KSPFA is prepared to pay for the bin and installation but are requesting that the Parish Council covers the cost of the service @ £2.80 + vat.

Agreed: To place this on the Agenda of the next Ordinary Parish Council Meeting to be held on 6th June 2019.

Note: The order for the bin would be placed on hold pending resolution over which body would fund the service.

Minute No. FGP: 109.18/19: Thursday Bus: An article emphasising that the bus was for all ages was submitted to the Editor for the June 2019 issue of the KS Times on 10th May 2019.

Stop in Charlton: To commence on 23rd May 2019.

B. To Approve reimbursement to the RFO in the sum of £753.99 vat for a replacement laptop and software (£365.99 + vat), printer (£248.00 + vat), and toner cartridge (£140.00 + vat):

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Creed to Approve reimbursement in the sum of £904.79 (£753.99 + £150.80 VAT).

FGP: 06.19/20 INTERNAL CONTROLS 2018/2019:

A. To Note the report of the ICC for Q4: (circulated at the Meeting)

Cllr Wood had carried out the checks on 9th April 2019. There were no issues arising. The Internal Audit for YE 31st March 2019 had been carried out on 11th April 2019.

Noted.

B. To Appoint the Councillor for Internal Controls for 2019/2020:

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Burrell to Appoint Cllr Wood the Councillor for Internal Controls for 2019/2020.

C. To review the Receipts and Payments Account to 7th May 2019: (previously distributed)

Noted.

FGP: 07.19/20 INSURANCE POLICY: TO RECEIVE AN ASSESSMENT REPORT: (Report previously distributed, copies available at the Meeting)

Cllr Field spoke to his Report and drew the Committee's attention to various aspects of the Policy. The policy was tailored to local councils. It might be possible to make cost savings.

Section: General:

Business: The Business of the Council is listed as Parish/Town Council. The Committee discussed whether this description required more definition, as this was critical for Public Liability claims.

Agreed: The Committee considered that the description was satisfactory.

Taking Reasonable Care: The insurance provider has stated what is required of the Parish Council to demonstrate that it is taking reasonable care to manage its activities. The Report highlighted the need for the various Remits to be adhered to and written records maintained where required.

Section A: Material Damage: Computer equipment is covered under this category. The risk address was confused due to the OX post code.

Agreed: To clarify the risk address with the insurance provider.

Action: the Clerk

The Committee **Noted** that the Report recommended that a more suitable cover would be under the All Risks section of the Policy as the laptop was likely to be taken out of the parish.

Section C: All Risks: Cover is on a reinstatement basis. The sums insured should represent new replacement cost.

Currently the Parish Council's assets insured under this section are itemised. This is the most expensive form of cover. There is also the risk of specific assets being under insured, something that could be mitigated if a broad value for sums insured was stated instead.

The Report recommended insuring the assets for a total sum under a definition reading 'all assets of the insured or for which they are responsible not more specifically insured'.

Section E: Public Liability:

Category of Other Persons: Employees, Members, Volunteers.

Agreed: The Committee considered that a Member was a Councillor but that it would be useful to clarify the various categories.

Action: Cllr Field

Section Q: Impact Damage (Street Furniture): The Parish Council currently insures its street furniture under the All Risks section.

Impact damage insurance would cover damage caused by animals or motor vehicles.

Recommendation: To review the assets and particular risks to which the Council's street furniture might be exposed, and to investigate the appropriate cover (All Risks, Material Damage, or Impact Damage) as an option from 1st June 2020.

Action: Cllr Field, the Clerk.

FGP: 08.19/20 TO REVIEW RESERVES:

At 14th May 2019 the Council held Designated Reserves of £135,298.

A. To consider the creation of a contingency reserve for Local Government Reform in Northamptonshire:**RESOLVED:**

It was proposed by Cllr Irving and seconded by Cllr Burrell to Recommend:

- i) The creation of a new category of designated Reserves, 'LGR Northamptonshire'
- ii) To place £25,000 of General Reserves into LGR Northamptonshire.

B. To recommend virements:**RESOLVED:**

It was proposed by Cllr Irving and seconded by Cllr Burrell to consider a virement to Cemetery Exceptional Designated Reserves once the budget for the project to extend the Cemetery had been firmed up.

FGP: 09.19/20**TO REVIEW FINANCIAL REGULATIONS:**

(2018 Financial Regulations previously distributed)

The Committee reviewed Financial Regulations adopted on 1st February 2018, in particular current spending limits or thresholds, including:

FR4.4: In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Agreed: To Recommend No change to the limit of £2,500 for Financial Regulation 4.4.

FR4.9: The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be 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 that the material adverse variance is increased to £500.

FR5.5.c): fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

Agreed: To Recommend No change to the transfer sum of £10,000 for Financial Regulation 5.5.c).

FR9.10: [Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the

authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below)].

Agreed: To Recommend deletion of FR9.10.

FR11.1.a.v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council.

Agreed: To Recommend No change to the value of £500.

FR11.1.h: When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

RESOLVED:

It was proposed by Cllr Irving and seconded by Cllr Burrell to Recommend that FR11.1.h is re-worded from (a) as follows: the clerk or RFO shall, where the value is below £3,000 and above £1,000, first obtain the approval of the FG&P Committee.

FR11.1.h. to read: When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall, where the value is below £3,000 and above £1,000, first obtain the approval of the FG&P Committee.

FR12.2: No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

RESOLVED:

It was proposed by Cllr Irving and seconded by Cllr Burrell to Recommend that the value is increased to £1,000.

FGP: 10.19/20

GRANTS OF FINANCIAL ASSISTANCE: NO APPLICATIONS:

(Standing Item on the Agenda)

Noted.

FGP: 11.19/20

COMMUNITY INFRASTRUCTURE LEVY: TO CONSIDER A PROJECT:

The Council held designated CIL Reserves in the sum of £18,409.

The creation of a direct access to the Canal was being explored as a possible project to be achieved using CIL funds.

Cllr Forde advised of the progress to date.

Clarification was needed on matters concerning land ownership, rights of way over the land, as well as future maintenance responsibilities.

The Canal and Rivers Trust appeared to be supportive.

An alternative option to the access route being suggested might be to go up to the new footbridge and make a connection on a permissive basis.

Noted.

FGP: 12.19/20 SOUTH NORTANTS HEARING ADVISORY SERVICE: TO CONSIDER THE REQUEST FOR SUPPORT FOR THE APPLICATION TO THE NEW HOMES BONUS LOCAL COMMUNITY FUND:

(Email of 26th April 2019 from the CEO, SNHAS previously distributed)

Cllr Burrell declared an interest. Reason: Chairman and Trustee, KSMMH which is being considered as a potential venue for SNHAS consultations.

The Hearing Advisory Service is applying to the NHB Community fund for the sum of £4,000 across the pilot areas, which takes in King's Sutton.

RESOLVED: It was proposed by Cllr Creed and seconded by Cllr Burrell to Recommend Parish Council support for the bid.

FGP: 13.19/20 TO REVIEW THE WEBSITE AGREEMENT 1ST JULY 2018 - 30TH JUNE 2019: (previously distributed)

The Committee **Noted** that, in the 2018/2019 offer letter to enter into the Agreement, the training of others by the Contractor in preparation for a handover in the long term was not included in the terms but had been acknowledged as a task that the Contractor would be willing to undertake.

A. To Recommend extending the Agreement with the current Contractor:

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Forde to Recommend that the current Contractor is invited to extend his commitment to the Agreement for a further 12 months.

FGP: 14.19/20 CEMETERY:

A. Project to Extend: To receive a progress report:

Agreed: To finalise the Budget and then apply for planning permission.

Action: Cllrs Creed, Forde and Irving

B. Provision of Ashes Plots: To consider using the far corner of the middle section, from the tree line to the left of the top path to the left of the existing Ashes plots:

RESOLVED: It was proposed by Cllr Creed and seconded by Cllr Burrell to Recommend the creation of an area for Ashes Plots in the far corner of the middle section of the Cemetery.

FGP: 15.19/20 TO RECEIVE ITEMS FOR THE NEXT MEETING OF THE FINANCE GOVERNANCE & POLICY COMMITTEE (TUESDAY 16TH JULY 2019):

None.

The Meeting ended at 8.35 p.m.