

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

**MINUTES OF THE MEETING HELD
AT 7.30 P.M. ON TUESDAY 17TH SEPTEMBER 2019
IN THE ASTROP ROOM, KING'S SUTTON MILLENNIUM MEMORIAL HALL**

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

ABSENT: Cllrs Creed and Sykes

IN ATTENDANCE: Mrs E Hart (Clerk)
Cllr S Read-Maskell for information

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

FGP: 33.19/20 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Apologies had been received from Cllrs Creed and R Sykes

RESOLVED: To approve the reasons for absence as submitted.

FGP: 34.19/20 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

None.

B. Other/Personal/Non-Statutory Interests:

None.

C. To receive requests for Dispensations:

None.

FGP: 35.19.20 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO ITEMS LISTED ON THE AGENDA:

None.

FGP: 36.19/20 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 16TH JULY 2019: (previously distributed)

RESOLVED: To approve the Minutes of the Meeting held 16th July 2019.

FGP: 37.19/20**RFO REPORT:** (previously distributed)**Matters Arising:**

Minute No. FGP: 20.19/20

Item 3. Request to erect a mirror to enable safer exit from 7 Richmond Street - *email sent to the correspondent on 19th July 2019*

Minute No. FGP: 22.19/20

Bog Spring Refurbishment – subsequently agreed at PC meeting (Minute No. 68.19/20) - *email sent to the correspondent on 4th September 2019*

Minute No. FGP: 23.19/20

Item B. Cricket Club regarding the purchase of covers - *letter emailed 19th July 2019*

Minute No. FGP: 24.19/20

Item A Playing Field Sign -Subsequently agreed at the August PC Meeting (Minute No. 68.19/20), erected and payment made in September meeting.

Minute No FGP 26.19/20

Item B – Insurance cover for rebuilding of the wall. Agreed at the PC Meeting (Minute No. 68.19/20) – cover to be re-arranged. Also new correspondence to be considered.

Minute No FGP 30.19/20

PCSO sponsorship – *letter sent 19th July 2019 as per minutes resolution***Noted.****FGP: 38.19/20****AGAR 2018/2019****A. To note the conclusion of audit.****Noted.****Action:** The Clerk to ensure the notice of conclusion of audit was displayed by 30th September.**B. To note the report of the external auditor and recommend any action.****Noted;** no action had been deemed necessary.**FGP: 39.19/20****INTERNAL CONTROLS 2019/2020:****A. To review the Receipts and Payments Account to 31st August 2019:** (previously distributed)

The following observations were made:

That an unexpected deposit of £37.50 had been made by SNC.

Action: Clerk to check whether this had been paid in error to the Parish Council rather than to the Millennium Hall.

Cllr Burrell queried whether the Clerk was confident with the cemetery procedures, noting that there had been no internments recently. The Clerk confirmed that she had received a handover from the previous Clerk and would seek advice if needed from another Clerk who maintained records for a cemetery. Training was also sometimes available from Northants CALC.

FGP: 40.19/20 PATHFINDER II: TO CONSIDER PURCHASING EXPERT ADVICE RELATING TO FLOOD RISK (SURFACE WATER AND FLUVIAL):

The report was felt to be very generic.

RESOLVED: That a recommendation be made to the October meeting that Cllr Forde should contact Tony Brummell to request a costing for a review of the report comprising a) an examination of its contents; b) a summary of the pertinent points and c) recommendations for actioning if any

FGP: 41.19/20 CHURCHYARD DRYSTONE WALLS:

A. To consider further correspondence
(previously distributed)

The correspondence was noted.

Action: the Clerk to respond thanking the PCC for the information and highlighting the relevant minute of the August meeting.

FGP: 42.19/20 CEMETERY

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

RESOLVED: That Cllr Forde request Cllr Gregor Hopkins to facilitate a meeting with the relevant planning officer at SNC to ascertain exactly what supplementary documentation would need to be submitted with the application (it being thought that previous requests had been disproportionate) in order to be able to decide subsequently whether to engage the services of a specialist company to submit the application; That the Clerk should check whether the date of 31st December 2019 submitted with the application as a completion date for the project was a hard deadline which would affect the availability of the New Homes Bonus grant if exceeded.

FGP: 43.19/20 POLICY REVIEWS:

A. Retention and Disposal Policy - Appendix:

RESOLVED: To recommend the deletion of “shred” in the RH column for the receipts and payments as they were to be retained indefinitely.

B. To review policy procedure for awarding Freedom of the Parish

RESOLVED: To recommend the adoption of the policy comprising the first 1.5 pages of the circulated document.

FGP: 44.19/20 TO REVIEW FINANCIAL REGULATIONS WITH REGARD TO NEW MODEL REGULATIONS ISSUED JULY 2019

The Clerk had circulated a summary of the changes prior to the meeting.

RESOLVED: To recommend the adoption of the following additional points as in the new model regulations (numbering to be amended accordingly):

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

This authority is to be determined by:

- the council for all items over £3,000;
- a duly delegated committee of the council for items between £1000 and £3000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

FGP: 45.19/20 TO CONSIDER OPENING A NEW BANK ACCOUNT TO ENABLE THE IMPLEMENTATION OF ELECTRONIC BANKING

Agreed in principle to recommend opening a new account pending further details from the Clerk.

Action: Clerk to confirm whether the option to issue cheques would still be available.

RESOLVED: To recommend to the Parish Council that a new account with Unity be opened, pending receipt of further details from the Clerk.

**FGP: 46.19/20 BUS SERVICES: TO REVIEW CURRENT SERVICE
AND IDENTIFY ANY FURTHER REQUIREMENTS**

Correspondence had been received requesting the Parish Council to consider providing a further service.

RESOLVED: To invite the correspondent to the October meeting to allow the Parish Council to seek further information on the suggestion.

**FGP: 47.19/20 TO RECEIVE ITEMS FOR THE NEXT MEETING OF THE
FINANCE GOVERNANCE & POLICY COMMITTEE
(TUESDAY 19TH NOVEMBER 2019):**

The three-month review of the new Clerk would take place prior to the next meeting and would be listed as an agenda point.
The Clerk would ensure any procedures for the budgetary process were implemented by referring to the previous year's timetable.

**FGP: 48.19/20 TO CONFIRM DATE FOR THE DECEMBER MEETING OF
THE FINANCE GOVERNANCE & POLICY COMMITTEE.**

To be confirmed at the November meeting.

The Meeting ended at 8.50 p.m.