

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

**MINUTES OF THE ZOOM MEETING HELD  
AT 7.30 P.M. ON TUESDAY 19<sup>TH</sup> JANUARY 2021**

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

**ABSENT:** None

**IN ATTENDANCE:** Mrs E Hart (Clerk), Councillor S Read-Maskell

**CHAIRMAN'S ANNOUNCEMENT:**

**The Openness of Local Government Public Bodies Regulations 2014:**

The Announcement was taken as read.

**FGP: 71.20/21**      **TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:**

None.

**FGP: 72.20/21**      **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: 73.20/21**      **PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO ITEMS LISTED ON THE AGENDA:**

None.

**FGP: 74.20/21**      **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 15<sup>TH</sup> DECEMBER 2020:** (previously distributed)

**RESOLVED:** To approve the Minutes of the Meeting held 15<sup>th</sup> December 2020.

**FGP: 75.20/21**      **RFO REPORT**

Matters Arising:

Minute No. FGP: 47.20/21

The paperwork for the grass cutting grant payment has been received from NCC (£710.18) although the payment is not yet visible in the bank account.

No revenue is expected from advertising from the KST this financial year.

All expenditure items and line commentary amendments previously agreed have been made and are reflected in the Financial Report to 31<sup>st</sup> December 2020.

Minute no FGP 49.20/21 - Electricity

The contract with the new supplier has been signed and a final statement received from EON.

Minute FGP 51.20/21

The new edition of “Local Council Administration” has been received.

Minute FGP 69.20/21

The precept request will be sent to SNC on 19<sup>th</sup> January.

OTHER

HSBC Accounts

No direct debits now issue from the current account. An inter account transfer needs to be made to transfer all funds into the cheque account to allow a cheque to be written to be paid into the Unity account. The inter branch transfer can be carried out by a sole signatory as the cheque is dual signatory.

The interest rate on the 1 Month HSBC account has dropped to 0.01% resulting in an interest payment of 8.33 on 1<sup>st</sup> January 2021 compared with £282.96 for previous six months.

**RESOLVED:**

To investigate whether another account was available which would pay a higher rate and report back to the March Committee meeting.

**Action:** Clerk, Cllr Irving

Cemetery

Several draft documents have been received from CDS. A Zoom meeting to review all reports is suggested.

TWM Upgrade – the contractors advised on the expected day of the works (Monday 18<sup>th</sup> January) that they could not attend. Works have been re-scheduled to 25<sup>th</sup> January 2021.

**FGP: 76.20/21****INTERNAL CONTROLS 2021:****A. To note the report for Q3**

The report for Q3 was **noted**.

Cllr Wood was thanked for his efforts in preparing the report.

**B. To review the Receipts and Payments Account to 31<sup>st</sup> December 2020.**

The Clerk emphasised that the account included all transactions up to 31<sup>st</sup> December 2020 (to end of Q3) and therefore payments made at the January meeting, including domain renewal and a late invoice received for grass cutting, were not included.

It was felt that payments were broadly in line with expectations.

**Noted** that the Clerk would check the grass cutting payments as they appeared low.

**C. To consider the effectiveness of the System of Internal Audit, including the review of the Financial Risk Assessment and Statement of Internal Control.**

The Committee reviewed the three documents as circulated.

The Clerk was thanked for her efforts in documenting the impact the pandemic had made upon the internal control and internal audit environment.

**RESOLVED:**

To recommend Approval of the:

i) Financial Risk Assessment 2020/2021

ii) Statement of Internal Control for the year ending 31<sup>st</sup> March 2021

**RESOLVED:**

To recommend that:

The review of the System of Internal Control is accepted, and the effectiveness of the System of Internal Control is **noted**.

**FGP: 77.20/21****REVIEW OF THE PUBLICATION SCHEME****RESOLVED:**

To recommend that the Publication Scheme be adopted with the insertion of “village maps” and “walks leaflet.”

**FGP: 78.20/21****REVIEW OF TRAINING STATEMENT OF INTENT****RESOLVED:**

To recommend that the Training Statement Of Intent as circulated be adopted.

**FGP: 79.20/21****ELECTIONS 2021: TO CONSIDER THE LATEST SITUATION AND DETERMINE ACTIONS**

**Noted** that the elections were currently still planned to take place on 6<sup>th</sup> May 2021, that the term of office would be four years and that the Parish Council would be comprised of eleven seats from the date of the election onwards.

**Noted** that Cllr Patterson was scheduled to attend a Northants CALC training course on the elections process on Wednesday 27<sup>th</sup> January 2021.

**RESOLVED:** To add the item to the February Parish Council Meeting Agenda in order to disseminate information and to gauge likely interest in standing for re-election.  
**Action:** the Clerk

**FGP: 80.20/21      CYCLE OF MEETINGS – TO REVIEW MEETING SCHEDULE AND DETERMINE NECESSARY DATE AMENDMENTS**

The legal constraints regarding the date of the annual May Parish Council meeting in an election year were **noted**.

**Noted** that the April Parish Meeting could legally be held up until 1<sup>st</sup> June 2021.

**RESOLVED:** To recommend that the Annual Parish Council meeting be re-scheduled to Thursday 20<sup>th</sup> May 2021 and the May Finance, Governance and Policy Committee Meeting be held on Tuesday 25<sup>th</sup> May 2021.

**RESOLVED:** To recommend that the date of the Annual Parish Meeting remain as Wednesday 21<sup>st</sup> April 2021, as moving it forward would mean that the incoming Councillors would need to report on the previous year.

**FGP:81.20/21      MAINTENANCE OF THE CHURCHYARD – TO DETERMINE AGENDA FOR MEETING OF PC/PCC CHURCHYARD LIAISON GROUP ON THURSDAY 28<sup>TH</sup> JANUARY 2021**

**RESOLVED:** That the paper previously circulated regarding the formation of the Liaison Group should form the basis of the agenda for the first meeting.

The Committee discussed the importance of a collaborative approach and noted that a decrease in the number of volunteers to assist in the churchyard would impact on the amount of work which could realistically be achieved. It was felt important that the churchyard be considered as an amenity of the village and as such be kept in a tidy condition.

Cllr Creed advised that she would like to attend the meeting in addition to Cllrs Forde and Patterson.

**FGP:82.20/21                    CONSIDERATION OF NEXT STEPS FOR THE CEMETERY EXTENSION PROJECT**

The update in the Clerk's report was noted.

**RESOLVED:** To meet via Zoom to discuss the various reports which had been received with the purpose of submitting a response to CDS regarding their queries and reviewing any additional work to be undertaken in order to submit the planning application.

**Action:** the Clerk, Cllrs Alcock, Creed, Filippelli, Forde

**FGP:83.20/21                    CONSIDERATION OF FUTURE PROJECTS INCLUDING PROVISION OF ELECTRICAL CAR CHARGING POINTS**

It was felt that, due to the future exponential growth in the volume of electric cars, the provision of charging points within the village should be considered. Charging points are now less intrusive than previously and the high volume of car owners living in properties with no off-street parking would present difficulties.

**RESOLVED:** To produce a Draft Paper for discussion at the next Finance, Governance and Policy Committee Meeting considering possible locations, approximate costs and how residents would be charged.

**Action: Cllr Wood**

It was felt that CIL monies within the designated reserves should be used for the benefits of villagers at the end of the pandemic, under the direction of the incoming Parish Council. Possible beneficiaries would be village groups and organisations, coach trips or a luncheon for residents. A project to provide access to the canal by the provision of a new permissive footpath was also suggested.

**FGP:84.20/21                    TO RECEIVE ITEMS FOR THE NEXT MEETING OF THE FINANCE GOVERNANCE & POLICY COMMITTEE**

Review of policies to determine timescales for reviews.

Review of investment opportunities

Paper on Electrical Charging Points

The Meeting ended at 8.40p.m.