

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

**MINUTES OF THE MEETING HELD
AT 7.30 P.M. ON TUESDAY 25TH MAY 2021
IN THE MAIN HALL, KING'S SUTTON MILLENIUM MEMORIAL HALL**

PRESENT: Councillors D Wood (Chairman), R Burrell, J Creed, B Humphrey, R Irving, D Loughran

ABSENT: none

IN ATTENDANCE: Mrs E Hart (Clerk)

**CHAIRMAN'S ANNOUNCEMENT:
The Openness of Local Government Public Bodies Regulations 2014:**

FGP: 1.21/22 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

None

FGP: 2.21/22 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

Councillor	Agenda Item	Reason
R. Burrell	Item 16 - Reinstatement of the Friday Coffee Morning	Chairman and Trustee of King's Sutton Millennium Village Hall

B. Other/Personal/Non-Statutory Interests:

Councillor	Agenda Item	Reason
R. Burrell	Item 8 - Toddler Play Area	Had requested the agenda item as a user of the play area
R Irving	Item 9.5 - King's Sutton in Bloom	Member of the Gardening Club
D Loughran	Item 9.5 - King's Sutton in Bloom	Member of the Gardening Club

C. To receive requests for Dispensations:

RESOLVED: To approve a request for a dispensation from Cllr Burrell (item 16)

FGP: 3.21/22 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO ITEMS LISTED ON THE AGENDA:

None.

FGP: 4.21/22 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 16TH MARCH 2021: (previously distributed)

RESOLVED: To approve the Minutes of the Meeting held 16th March 2021

FGP: 5.21/22 **RFO REPORT**

Matters Arising:

Minute FGP: 89.20/21

HSBC accounts: the current accounts have both now been closed.

PCC stone wall repair: details for the invoice have been requested.

Minute FGP: 92.20/21: Annual Meeting

Cllr Burrell's report was posted to the website and sent to Councillors.

Minute FGP: 94.20/21: Emergency Paper

The membership of the Working Party was determined by the Parish Council at the Annual Meeting.

Minute FGP: 96.20/21: Provision of Electrical Charging Points

A response is awaited from Doug Grace of Grand Union Housing regarding the Willow garages.

RESOLVED: To chase up a response from Doug Grace.
Action: the Clerk

The Clerk was thanked for her report.

FGP: 6.21/22 **INTERNAL CONTROLS 2021:**
A. To review the Receipts and Payments Account to 24th May 2021

The report for May was **noted**. It was observed that the cleaning of the lights had taken the actual payments over budget.

The Clerk sought clarification regarding when the Committee would expect a grant form to be completed if a request for a donation was received.

Agreed that requests for a donation under £500 rather than a grant would not usually require completion of the grants form.

It was **noted** that the costs under the "Election" heading were for petrol; no invoice for the election itself had yet been received.

Noted that the Clerk would make a virement from reserves of £350 to cover the tree works.

B. To note the report of the ICC for Q4

The circulated report regarding Q4 was **noted** and thanks made to Cllr Wood for his efforts.

C. To Appoint the Councillor for Internal Controls for 2021/2022

RESOLVED: To Appoint Cllr Field as the Councillor for Internal Controls for 2020/2021 (*pending his acceptance*).

FGP: 7.21/22 TO CONSIDER INVESTMENT OPPORTUNITIES FOR £100,000 INVESTMENT WITH REGARD TO OBTAINING A MORE FAVOURABLE RATE OF RETURN

RESOLVED: To Recommend Investing £85,000 in the Hampshire Trust Business Bank 1 Year Business Bond (Issue 45) at a rate of 0.7% (*pending confirmation of eligibility*)

FGP: 8.21/22 TO CONSIDER QUOTES FOR A NEW PLAY SURFACE ON PART OF THE TODDLER PLAY AREA

RESOLVED: To Recommend Accepting a Quote from Ecosurfacing for £8797.50 plus VAT to install 145m² Gummibond safety surfacing @ 40mm depth on the Toddler Play Area (provided that positive evidence of previous installations was available)

FGP: 9.21/22 POLICY/DOCUMENT REVIEWS: A. Jubilee Rose Garden Guidelines

RESOLVED: To Recommend Approval of the Jubilee Rose Garden Guidelines (as circulated)

B. Code of Practice for Handling Corporate Complaints

Noted that the review date was actually 08/22 (as per the amended Documents and Policies Review Schedule)

C. Email Protocol

RESOLVED: To Review an updated Protocol Policy at the July FG&P Committee Meeting.
Action: the Clerk

D. Safeguarding Policy

Noted that the review date was actually 08/22 (as per the amended Documents and Policies Review Schedule)

E. King's Sutton in Bloom Operating Plan

RESOLVED: To Recommend Approval of the King's Sutton in Bloom Operating Plan (as circulated)

F. Grants of Financial Assistance

RESOLVED: To Recommend Approval of the Grants of Financial Assistance Form (as circulated)

G. Terms of Reference for the Finance, Policy and Governance Committee (actually considered by the Committee between Agenda Items 2 and 3 following resolution of a motion to move the item)

RESOLVED: To Recommend Approval of the Terms of Reference, with an amendment to increase membership of "Other Members" from two to three (no change to the quorum)

FGP: 10.21/22 EMERGENCY PLANNING PROJECT: TO CONSIDER NEXT STEPS

RESOLVED: To Recommend commencement of Meetings of the Working Party at a timescale to suit the needs of the Project.

RESOLVED: To Recommend that the Clerk attend project meetings to take notes, accepting that additional working hours would result.

RESOLVED: To Recommend that the Clerk retain the right not to attend the meetings if her workload did not permit it.

Noted that the membership of the Working Party was to include a unitary Councillor.

RESOLVED: To Invite a unitary Councillor representative to join the Working Party.
Action: the Clerk

FGP: 11.21/22 TO CONSIDER WHETHER TO RECOMMEND ADOPTING A STRATEGIC PLAN

Agreed that an adopted plan which reflected the nature and nature of King's Sutton would be beneficial.

RESOLVED: To Present a Scoping Paper to the July Meeting of the FG&P Committee.
Action: Cllr Wood

FGP: 12.21/22 TO CONSIDER THE WORKING ARRANGEMENTS OF THE PARISH CLERK IN THE LIGHT OF THE LIFTING OF THE PANDEMIC RESTRICTIONS.

RESOLVED: To Recommend that the Clerk's future working arrangements be flexible, noting that the pandemic had necessitated changes to working patterns and that the Clerk currently attends Planning Meetings and produces the Minutes which is outside her job description.

RESOLVED: To Recommend that the Finance, Governance and Policy Committee review the Clerk's job description in light of Recommendations at Minutes 10,12,15 FGP.21/22.

FGP: 13.21/22 TO REVIEW THE WEST NORTHAMPTONSHIRE CODE OF CONDUCT

- RESOLVED:** To Recommend Adoption of the West Northamptonshire Code of Code and to Resolve a dispensation relating to Councillors' membership of village clubs and organisations and other issues of a non-material nature.
- FGP: 14.21/22** **CEMETERY**
A. To receive report on progress of the cemetery extension project
- RESOLVED:** To Recommend Approving the Planning Statement with amendments as circulated.
- RESOLVED:** To Recommend Approving Expenditure for a Transport Plan as circulated.
- RESOLVED:** To Recommend Noting the Projected Expenditure for the Project,
B. To consider procedure for allocating Exclusive Rights of Burial
- RESOLVED:** To Recommend Restricting future purchases of Exclusive Rights of Burial to scheduled interments and to those wishing to purchase a plot adjacent to an interred close family member.
C. To consider whether to recommend membership subscription to the Institute of Cemetery and Crematorium Management
- RESOLVED:** To Recommend Subscribing to membership of the Institute of Cemetery and Crematorium Management at a cost of £95 per annum.
- FGP: 15.21/22** **PROVISION OF ELECTRICAL CAR CHARGING: TO CONSIDER NEXT STEPS**
- RESOLVED:** To Recommend commencement of Meetings of the Working Party at a timescale to suit the needs of the Project.
- RESOLVED:** To Recommend that the Clerk attend project meetings to take notes, accepting that additional working hours would result.
- RESOLVED:** To Recommend that the Clerk retain the right not to attend the meetings if her workload did not permit it.
- RESOLVED:** To Recommend Noting that a meeting of the KSMMH Trustees on 21st June would Appoint a Representative to join the Working Party
- FGP: 16.21/22** **TO CONSIDER SUPPORTING THE REINSTATEMENT OF THE FRIDAY COFFEE MORNING**
- RESOLVED:** To Recommend Agreeing in principle to subsidise the recommencement of Friday Coffee Meetings, pending discussions with the organisers, noting their importance to the wellbeing of the community.

- FGP: 17.21/22** **TO CONSIDER PROVISION FOR VIEWING PLANNING APPLICATIONS ELECTRONICALLY**
- RESOLVED:** To Approach Suppliers for Advice and Quotations for review at the July meeting of the FG&P Committee.
Action: the Clerk
- FGP: 18.21/22** **TO CONSIDER RECOMMENDING USING ALLOCATED BUDGET FOR COACH TRIPS**
- RESOLVED:** To Recommend Allocating £600 from the budget (Bus Trips) to subsidise a coach trip to Hampton Court on 11th August (open to all parishioners)
- FGP: 19.21/22** **PROJECT TO CREATE A PERMISSIVE PATH TO THE CANAL: TO CONSIDER NEXT STEPS**
- RESOLVED:** To Recommend Re-starting the project to create a permissive path to the canal, noting that Dave Hall, (Rights of Way), and Cllrs Irving and Loughran had volunteered their involvement.
- FGP: 20.21/22** **TO RECEIVE ITEMS FOR THE NEXT MEETING OF THE FINANCE GOVERNANCE & POLICY COMMITTEE (TUESDAY 13TH JULY 2021):**
- None.**
- The Meeting ended at 9.18p.m.