

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

**MINUTES OF THE MEETING HELD
AT 7.30 P.M. ON THURSDAY 9TH SEPTEMBER 2021
IN THE ASTROP ROOM, KING'S SUTTON MILLENIUM MEMORIAL HALL**

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

ABSENT: Councillor R Burrell

IN ATTENDANCE: Mrs E Hart (Clerk)

CHAIRMAN'S ANNOUNCEMENT:

The Openness of Local Government Public Bodies Regulations 2014:

FGP: 39.21/22 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Apologies had been received from Cllr Burrell.

RESOLVED: To approve the reasons for absence as submitted

FGP: 40.21/22 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: 41.21/22 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO ITEMS LISTED ON THE AGENDA:

None.

FGP: 42.21/22 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 13TH JULY 2021: (previously distributed)

RESOLVED: To approve the Minutes of the Meeting held 13th July 2021

FGP: 43.21/22 RFO REPORT

Matters Arising:

Minute FGP: 25.21/22

(Minute 5.21/22)

Doug Grace has not been in contact; follow up emails have been sent.

(Minute 7.21/22)

Hampshire Trust Bank application – outstanding due to time constraints, will be completed by the end of September.

Minute FGP 26.21/22

The reserves document has been updated to reflect the explanations of abbreviations.

Minute FGP 27.21/22 – Projector Installation

The projector was installed on 3rd September 2021.

Minute FGP 28.21/22 – Flooding

Cllr Breese has been asked to follow up the issues with the Flood Alleviation Scheme with WNC.

Minute FGP 30.21/22 – Memorial Benches

A Draft Memorial Bench Policy is presented for discussion.

Minute FGP 34.21/22 – Cemetery Extension

The Transport Assessment has been received and approved.

Minute FGP 35.21/22 – Electrical Car Charging

A report from the meeting on 8th August is provided.

Minute FGP 36.21/22 – Emergency Planning

The Briefing Paper has been updated following the meeting of the Working Party.

OTHER

The report of PKF Littlejohn has been received with no issues identified. The notice of conclusion of audit will be displayed prior to 30th September.

The Clerk was thanked for her report.

FGP: 44.21/22

INTERNAL CONTROLS 2021:

A. To review the Receipts and Payments Account to 9th September 2021

The report for September (including all September payments) was **noted**.

Noted that employer's National Insurance contributions will increase from March 2022 by 1.25% points.

- RESOLVED:** To report actual versus budgeted expenditure year to date every six months to the Parish Council Meeting.
Action: Clerk
- B. To note the report of the ICC for Q2**
- The circulated report regarding Q2 was **noted** and thanks made to Cllr Field for his efforts.
- C. To note the level of reserves and consider any virements**
- Noted** as £183,990.
- RESOLVED:** To allocate the expenditure of £8597.50 for the playground resurfacing from designated reserves.
Action: Clerk
- FGP: 45.21/22** **TO CONSIDER ISSUES REGARDING THE FLOOD ALLEVIATION SCHEME: LITTLE RUSHES**
- Noted** that no further updates had been received from WNC.
Noted that discussions with Thames Water regarding easements were ongoing.
- FGP: 46.21/22** **TO CONSIDER A DRAFT MEMORIAL BENCH POLICY**
- RESOLVED:** To recommend amend the approval of the Draft Policy with the following amendments:
To include both options 1 and 2 as part of the policy, with the donor being able to choose a preference.
Para 3: to insert suggested locations/numbers (Clerk with reference to Cllr Loughran)
Para 9: Donation to be £1000
Para 13: insert "but managed by insurance"
Action: the Clerk
- FGP: 47.21/22** **STATEMENT OF KEY OBJECTIVES: TO REVIEW ACTION PLAN**
- RESOLVED:** To recommend that the Parish Council approve the Action Plan (with the correction of "Fair" to "Fayre")
Action: the Clerk
- FGP: 48.21/22** **GRASS CUTTING: TO NOTE THAT THE CURRENT CONTRACT EXPIRES AT THE END OF THE SEASON AND TO CONSIDER NEXT STEPS**
- RESOLVED:** To recommend inviting tenders for a contract with the closing date prior to the November Meeting of the Finance, Governance and Policy Committee Meeting.
- FGP: 49.21/22** **CEMETERY**

A. To receive report on progress of the cemetery extension project

Noted that the application would be submitted shortly.

B. To consider adopting a policy regarding management of memorials and graves

RESOLVED: To recommend approval of the policy and notice for users with the following amendment:
Insert a request to turn phones off when visiting the cemetery.

FGP: 51.21/22 PROVISION OF ELECTRICAL CAR CHARGING: TO CONSIDER NEXT STEPS

Noted that no update had been received from BP Chargemaster since the meeting in August and that Cllr Wood would provide the Clerk with a list of alternative providers in order to explore other opportunities.

Noted that the legal agreement with the host would need to be with the management trustees of the Hall whereas only a local authority could access the grant.

Noted that the Clerk and Cllr Wood would review the documentation and take advice to see if this could be resolved.

FGP: 52.21/22 EMERGENCY PLANNING PROJECT: TO RECEIVE UPDATED PLAN

RESOLVED: To recommend approval of the policy with the following amendments:
Para 4.3: to add "and the background and experiences of the Parish Councillors concerned."
Para 10: to substitute the text with "Ascertained by reference to the KS Community Spirit Group or other organisation which may be in existence at the time"

FGP: 53.21/22 TO CONSIDER INVITING GRANT APPLICATIONS FROM VILLAGE GROUPS AND ORGANISATIONS

RESOLVED: To recommend inviting applications with a closing date of 31st December for review by the January meeting of the Finance, Governance and Policy Committee.

Noted that the Clerk would produce an application form.

FGP: 54.21/22 COMMUNICATIONS: TO CONSIDER EMAIL POLICY, WEBSITE AND SOCIAL MEDIA RECOMMENDATIONS

Item **deferred**.

FGP: 55.21/22 TO RECEIVE ITEMS FOR THE NEXT MEETING OF THE FINANCE GOVERNANCE & POLICY COMMITTEE (TUESDAY 16TH NOVEMBER 2021):

Policy reviews

Asset Register review

The Meeting ended at 8.50p.m.

DRAFT