

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

**MINUTES OF THE MEETING HELD
AT 7.30 P.M. ON TUESDAY 17TH MAY 2022
IN THE ASTROP ROOM, KING'S SUTTON MILLENIUM MEMORIAL HALL**

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

ABSENT: None

IN ATTENDANCE: Mrs E Hart (Clerk)

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

FGP: 1.22/23 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

None

FGP: 2.22/23 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

None.

B. Other/Personal/Non-Statutory Interests:

Councillor	Agenda Item	Reason
R. Field	Item 12.3 C King's Sutton in Bloom Operating Plan	Wife is Gardening Club Secretary

C. To receive requests for Dispensations:

None.

FGP: 3.22/23 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO ITEMS LISTED ON THE AGENDA:

None.

FGP: 4.22/23 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 22ND MARCH 2022: (previously distributed)

RESOLVED: To approve the Minutes of the Meeting held 22nd March 2022

FGP: 5.22/23 RFO REPORT

Matters Arising:

Minute FGP: 98.21/22 A

The £361.73 received was actually from Northants CALC for the Asset Mapping Project; the grass cutting grant for 2021/22 was finally received on 4th May 2022 and therefore appears on the 2022-23 accounts.

Minute FGP: 100.21/22 Mums and Tots

Invoices for March and April have been paid

Minute FGP: 102.21/22

Cllr Malcolm is working with Eyelid Productions to ensure all information required is transferred over from the current website. The Clerk will complete the various tutorial sessions in May. The Communication Working Group will run a session to show how to set up the new email addresses.

Minute FGP: 103.21/22

A letter of thanks was received from Ability for the £1000 grant.

Minute FGP: 104.21/22

The library shelving has been installed and was well received by residents.

RESOLVED:

To obtain quotes to replace the signage with professional ones, having checked requirements with the resident who keeps it clean and tidy.

Action: Cllr Field, Clerk

Minute FGP: 106.21/22 A

Amazon has paid the Parish Council £673.10 to cover damage to the lamp post on Sandringham.

The Clerk was thanked for her report.

FGP: 6.22/23**INTERNAL CONTROLS 2022:****A. To review the Receipts and Payments Account to 24th May 2022**

The report for May was **noted**.

Noted that the Clerk would request that the grass on the Rec be cut just prior to the Jubilee celebration.

The Clerk clarified that the £873.10 Listed under "10. Other Receipts" consisted of a £200 donation for keeping Parish Council documentation safe and a £673.10 payment from Amazon for damage done to a lamp post by a delivery driver.

Noted that allocated expenditure to date under 7.2 “Queen’s Platinum Jubilee was £1100 of the £2000 budgeted (actual expenditure year to date of £593.95 was £100 to Kings Sutton Sequence Dancing Club and £493.95 of a total of £1000 allocated to the Jubilee Event on the Rec)

RESOLVED: To recommend that the Parish Council be minded to release the remaining £900 in the budget for the Jubilee Event on the Rec if requested, supported by evidence of expenditure.

C. To Appoint the Councillor for Internal Controls for 2022/2023

RESOLVED: To appoint Cllr Loughran as the Councillor for Internal Controls for 2022/2023

FGP: 7.22/23

TO REVIEW COMMENTS AND DETERMINE ACTIONS ARISING FROM THE INTERNAL AUDITOR’S REPORT WITH REGARD TO: A. Allocations of designated reserves

The comments from the internal auditor’s report were reviewed, noting that he had felt that some areas could be incorporated into the annual budget as they were for small sums. Agreed that any category which required budgetary allocation from one year for expenditure in another should be retained, in order that the allocated budget was not absorbed into general reserves.

All categories were reviewed with recommendations **RESOLVED** as follows:

- To increase Lighting Renewals by £20,000 to £33,000 by viring £20,000 across from LGR Northamptonshire, leaving 5,000 under LGR Northamptonshire.
- To combine Play Area Renewal with Play Area new equipment.
- To delete Bus Shelters – repairs
- To add a new category: Elections, allocating £450

B. Clerk Purchasing Items with her Debit Card

RESOLVED: After due consideration of the comments of the Internal Auditor, to recommend keeping under review the option to open a multipay charge account but not to apply at the present time.

C. Financial Regulations Review

Noted that, for transparency, the Model Financial Regulations 2019 had been compared with the adopted Regulations of 2016 (as amended in 2019) and the Parish Council specific variables incorporated and these were presented for review.

RESOLVED: To recommend approval of the 2019 documentation as circulated with the following amendments:
 Para 6.20 – delete final sentence
 Para 11.4 – remove reference to grants (as the Parish Council has a separate policy)

FGP: 8.22/23 STATEMENT OF KEY OBJECTIVES 2022/23: REVIEW

RESOLVED: To recommend amending the current Statement as follows:

To delete:

Updating Photography on Village Website
 Producing a Flood and Emergency Plan
 Installing safety surfacing in the Toddler Play Area and other play areas on the Recreational Ground
 Installing CCTV at Millennium Hall
 Supporting village clubs and activities post Pandemic
 Annual Christmas Fayre
 Involvement in Plant a Tree for the Jubilee Scheme
 Reviewing frequency of trains stopping at Kings Sutton

To add:

Continued monitoring of all safety surfacing for suitability.
 AS10 diversion

**FGP: 9.22/23 GRANT APPLICATIONS:
 A. Football Club**

Detailed correspondence from the Football Club was reviewed.
 The legal status of the KSPFA was queried.

Agreed that it was apparent that a mediation session involving representatives of the Football Club and the KSPFA, facilitated by members of the Parish Council to explore the issues and come to a satisfactory resolution might be beneficial.

RESOLVED: To recommend that a meeting is arranged, chaired by Cllr Burrell and attended by the Clerk, Cllr Read-Maskell (KSPA Representative) and key representatives of the KSPFA and Football Club with the aim of reaching agreement regarding future mowing equipment provision.

B. Church: item deferred pending receipt of grant form

**FGP: 10.22/23 TERMS OF REFERENCE/REMITTS: TO CONSIDER
 A. Remit for Biodiversity Warden**

RESOLVED: To recommend adopting the remit as circulated and advertising the role in the King's Sutton Times and on Social Media.

B. TOR for King's Sutton – its life and times

RESOLVED: To recommend that Cllr Wood represents the Parish Council on the Working Group which would their produce their own TOR and that the

Parish Council consider favourably any request for financial support necessary in order for the group to meet its objectives.

Noted that the focus currently was on changes since 1993; it was felt important to somehow ensure that the previous information was also incorporated into the scope.

FGP: 11.22/23

TO CONSIDER PURCHASING:

A. A Fireproof Safe/Cabinet

RESOLVED:

To recommend purchasing a Fireproof two-drawer filing cabinet (currently available at £685.00 plus VAT) and to inform the donors of the Parish Council's purchase, whilst asking them if they had any other documentation they wished to deposit for safekeeping.

RESOLVED:

To recommend exploring how current hard copies can be transferred to digital records.

B. Camera To Prevent Fly Tipping

RESOLVED:

To recommend that no decision be made until the following information is available for consideration:

- The current scale of the issue of fly tipping
- The responsibility for its collection
- The mechanism for proper storage of data
- How GDPR/Privacy issues are to be addressed (Policy Documentation and Procedures)

Regarding litter picking responsibilities, the Committee noted a communication from WNC but felt that detail regarding the schedules for litter picking the verges and road sweeping should be made available.

Agreed to seek clarification.

Action: the Clerk

C. A Wormery

RESOLVED:

To recommend purchasing a Wormery as selected by King's Sutton Primary Academy from a list provided by the Clerk.

FGP: 12.22/23

POLICY REVIEWS:

A. To Note Updated Schedule

RESOLVED:

To recommend that the schedule be noted, with the following addition:
Emergency Planning Policy

Noted that the Clerk would seek clarification regarding Councillors being allowed to claim for ink and consumables with a view to amending the Expenses policy

Agreed that in order to save on paper/ink and resources, that Cllr Humphrey would trial using the projector at the next PC meeting to

display documentation and the Clerk would advise the Councillors when issuing the summons.

B. Grants of Financial Assistance

RESOLVED: To recommend approval of the policy with the following amendment: Exceptional grants of up to £3000.00 amended to £5000.00

Noted that if donations/grants were to be allocated under budget headings other than “grants” (eg Jubilee”) formal completion of the grant form would not normally be required.

C. King's Sutton in Bloom Operating Plan

RESOLVED: To recommend approval of the plan.

D. Charges for the Use of Land owned by the Parish Council

RESOLVED: To recommend approval of the policy

E. Commemoration of Past Members

RESOLVED: To recommend approval of the policy with the additional of the option to purchase a memorial plaque.

F. Memorial Bench Policy

RESOLVED: To recommend approval of the policy as amended to include details of the approved plaques and with the cost of a dedicated bench increased to £1500 to reflect the increase in suppliers’ costs.

G. Email protocol

Item **deferred**.

H. Safeguarding protocol

RESOLVED: To recommend approval of the policy

FGP: 13.22/23

PROJECT UPDATES:

A. Cemetery

Noted that the Clerk would continue to try and obtain an update on the purchase from Bower Bailey.

B. EV Charging Points

Noted that the Clerk had completed the OZEV grant acceptance paperwork and would raise the purchase order once the legal agreement between BP Chargepoint and KSMMH was finalised.

C. LED lighting

Agreed to obtain a quote from Zeta lighting for review at the July Meeting of the Finance, Governance and Policy Committee.

Action: the Clerk

FGP: 14.22/23 CLERK'S CONTRACT OF EMPLOYMENT: TO UPDATE FOLLOWING NATIONAL PAY AWARD

RESOLVED: To recommend amending paragraph 6.4 to read "An additional premium of 8.1% will be added to the relevant NJC rate as determined by calculation under 6.1 and 6.3 above"

RESOLVED: To recommend that the Clerk should claim Working From Home allowance, backdating the claim to the point at which she had stopped claiming previously.

FGP: 15.22/23 TO RECEIVE ITEMS FOR THE NEXT MEETING OF THE FINANCE GOVERNANCE & POLICY COMMITTEE (19TH JULY 2022)

None.

The Meeting ended at 9.14p.m.

DRAFT