

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

**MINUTES OF THE MEETING HELD
AT 7.30 P.M. ON TUESDAY 21ST JULY 2015
IN THE KING'S SUTTON MILLENNIUM MEMORIAL HALL**

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

ABSENT: No Absentees.

IN ATTENDANCE: Mrs A Le Druillenec (Clerk)
Cllr C Hill, Cllr for The Rec

CHAIRMAN'S ANNOUNCEMENT:

The Openness of Local Government Public Bodies Regulations 2014:

The Chairman advised Members of the Public that they were permitted to photograph, film, broadcast and report on the meeting subject to the efficient running of the meeting not being disrupted. Oral commentary during the meeting would not be permitted. (Standing Order 3k)

FGP: 01.15/16 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

None.

FGP: 02.15/16 TO RECEIVE REQUESTS FOR DISPENSATIONS:

None.

FGP: 03.15/16 TO INVITE DECLARATIONS OF INTEREST:

Councillor	Item	Interest
Burrell	12. Grants of Financial Assistance (KS Youth Club)	Chairman of Management Committee, KSMMH where Youth Club would be based.
Sykes	12. Grants of Financial Assistance (KS Youth Club)	Friend of Applicants

FGP: 04.15/16 PUBLIC PARTICIPATION:

Item 12: Application for Financial Assistance, KS Youth Club: The Applicant, Chair, KS Youth Club and Treasurer, KS Youth Club were both present.

In view of the excellence of the supporting paperwork it was not considered necessary to invite the applicants to speak to the application but rather to take questions.

Arrangements for storage of equipment at the Hall, the advertising and promotion of the Youth Club were discussed. The Committee **Noted** that the King's Sutton Youth Club would not be in competition with the Baptist Church Youth Group.

FGP: 05.15/16 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 17TH MARCH 2015:** (previously distributed)

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Forde to Approve the Accuracy of the Minutes of the Meeting held 17th March 2015.

FGP: 06.15/16 **RFO'S REPORT:** (previously distributed)

A. Update:

Minute No. FGP: 101.14/15: Auto Enrolment:

A.iii) Payroll software: HMRC Basic PAYE Tools do not calculate pension contributions. Pension contributions will need to be calculated before using Basic PAYE Tools to ensure the tax calculations are correct.

A.iv) The Parish Council employs no 'entitled workers'.

B.ii) The equitable Employer contribution would be 3.75%.

Minute No. FGP: 108.14/15: Planning Gain:

A.1: Leisure, Recreation and Open Space: The S106 and Development Monitoring Officer, SNC has advised that she is confirming the amounts to be paid to the Parish. Once confirmed she will issue the Parish declaration form for the PC to sign and return. The funds should then follow.

Amounts to be confirmed are to include indexation of £1,921.53 from the first instalment, plus the second instalment of £25,100 + indexation.

A.2: Road Safety: The Principal Transport Planner (Section 106), NCC has advised that total funds in the sum of £17,081.34 had been paid to NCC by CALA (Banner Homes). A total of £5,209.88 had been allocated. (Village Entry Works £2,719.88; Creation of footpath at Upper Astrop Road £2,500)

The sum of £11,861.46 is currently available for other road safety projects.

Noted.

The Committee sought clarification on the following issues:

i) Maintenance responsibility for the 2 wooden gateways at Mill Lane and Banbury Lane.

ii) Application of road markings (dragons teeth and 30 roundel at Astrop Road; white lining at Banbury Lane) cost and completion.

Action: the Clerk

B. Other:

i) Transfer of Funds: The sum of £10,000 has been transferred from the Money Market Account to the Business Money Manager Account. (Fin. Reg. 5.5b)

ii) Letter from Commonwealth War Graves Commission re. cancellation of longstanding Maintenance Agreement:

The CWGC will:

- i. Continue to maintain an interest in the 4 war graves
- ii. Inspect every 3 years and arrange any repair work
- iii. Spray headstones every other year with a biocide.

The CWGC has:

- i. Cancelled its payment in the sum of £24 every 3 years to the Parish Council with immediate effect.

Agreed: To bring this to the attention of the next Ordinary Meeting of the Parish Council scheduled for 6th August 2015.

FGP: 07.15/16

TO NOTE THE CHANGES TO THE AUDIT AND ACCOUNTABILITY FRAMEWORK FOR SMALLER

AUTHORITIES: (DCLG Document dated March 2015 previously distributed)

Main Points:

- i) Audit Regime: King's Sutton Parish Council is required to continue to have a routine annual assurance review and an internal audit.
- ii) Exercise of Public Rights of Inspection: For the 2015/2016 financial year and beyond the RFO is responsible for setting the commencement date which must include a common inspection period.
- iii) Appointment of External Auditor: BDO LLP will be the External Auditor for the years 2015/2016 and 2016/2017. For the year 2017/2018 and beyond King's Sutton Parish Council will be responsible for appointing its External Auditor. The Parish Council can elect to make these arrangements through the appointing body specified by the Secretary of State or choose to opt out and make its own arrangements.

Noted.

FGP: 08.15/16

TO CONSIDER THE REVIEW OF/AND OR DRAFTING OF POLICIES, INCLUDING:

A. Employment: (Equal Opportunities Policy previously distributed; Min. No. 63.15/16 refers)

RESOLVED:

It was proposed by Cllr Burrell and seconded by Cllr Sykes that:
i) The Chairman of the Parish Council and the Clerk are asked to review existing employment related policies

ii) Pursuant to a training course on 'How to be a Good Employer' recently attended by Cllr Burrell, to draft amendments or revisions, including the debarment, normally, of Under 18 year olds.

Agreed: To bring the Employment Policies before a Meeting of the Finance Governance & Policy Committee.

B. Safeguarding: (Safeguarding Presentation to SNC Clerk's Forum held 3rd July 2015 previously distributed)

SNC was recommending that Parish Councils consider adopting a Safeguarding Policy and was willing to assist Parishes with developing one.

Noted.

The Committee also **Noted** that the King's Sutton Youth Club had adopted a Safeguarding Policy.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Burrell to accept SNC's offer to frame a Safeguarding Policy that would be enforceable by the Parish Council.

Action: the Clerk

C. Cemetery Regulations: Cllr Creed reported on her research into enforcement of Cemetery Regulations relating to artefacts on graves.

Agreed:

i) To contact other local Burial Authorities for information on policy

ii) To draft regulations for King's Sutton Cemetery

iii) To bring draft regulations before the Finance Governance & Policy Committee for recommendation to the Parish Council.

Action: Cllrs for the Cemetery

D. Charges for use of The Rec:

(Item prompted by enquiry to hold a Boot Camp on The Rec. Min. No. 72.15/16B refers)

The Parish Council charged the Funfair fees of £50 day but had no other fee structure in place.

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Burrell to draft a policy to set usage boundaries to distinguish between:

i) Use of The Rec by Commercial ventures both with and without the setting up of structures/equipment

ii) Use of The Rec by Community Groups both with and without the setting up of structures/equipment.

Action: Cllr Irving and the Clerk

FGP: 09.15/16

INTERNAL CONTROLS:

A. To Note the Receipts and Payments Account to 14th July 2015: (previously distributed)

Noted.

B. To consider virement of Reserves: (Table of Designated Reserves previously distributed)

RESOLVED: In accordance with Standing Order 10vi. it was proposed by Cllr Irving and seconded by Cllr Forde to take this item at Item 16: Wales Street Flood Alleviation Scheme.

FGP: 10.15/16 ASSET REGISTER: (previously distributed)

A. To remove the community laptop from the Asset Register and Insurance schedule:

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Sykes to remove the community laptop from the Asset Register and Insurance Schedule.

B. To Note Addition of new Play Equipment:

Noted.

Total Assets: £230,969.50.

FGP: 11.15/16 TO APPOINT THE COUNCILLOR FOR INTERNAL CONTROLS:

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Forde to invite Cllr Burne to accept the appointment as Councillor for Internal Controls.

FGP: 12.15/16 GRANTS OF FINANCIAL ASSISTANCE:

A. To consider an Application from the King's Sutton Youth Club for a grant in the sum of £1,950.91:

(Application form; Additional information; Breakdown of costs; Constitution adopted 5th May 2015; Safeguarding Policy adopted 6th May 2015 and Certificate of Attendance by Applicant and Treasurer, KS Youth Club at Generalist Safeguarding Children and Young People course on 9th May 2015; Equal Opportunities Policy adopted 6th May 2015; Health & Safety Policy adopted 6th May 2015; Certificate of Employers' Liability Insurance; Receipt for Committee Members of DBS checks; Affiliation Certificate to NAYC to 31st May 2016; previously distributed)

Cllrs Burrell and Sykes had each declared an Interest in this item.

Policy: 'The maximum grant will be £750.00 in any financial year. However, where there is strong and proven support from residents, exceptional grants of up to £2,000 may be considered.'

Donations Budget 2015/2016: £2,500

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Forde to:
 i) Accept the Application from the King's Sutton Youth Club for a grant of financial assistance in the sum of £1,950.91
 ii) To recommend Approval to the next Ordinary Meeting of the Parish Council to be held 6th August 2015.

FGP: 13.15/16 TO REVIEW THE PROVISION OF LITTER SERVICES AND APPOINTMENT OF A CONTRACTOR:

A. Review of Litter Bins on The Rec:

The Chairman invited Cllr Hill to speak to this item.

The Cllrs for The Rec were in favour of the following litter bin provision:

i) Disposal of all the yellow, and one red, bins on The Rec

ii) Purchase of 6 No. or 7 No. Trevor Stewart Litter Bins.

Cost per bin: c£284.00. Installation costs: Not known.

Description: Wooden, pitched roof, small metal bin liner of comparable size to the Topsy bins.

iii) Siting of new bins: Cllr Hill provided a plan showing the proposed locations for 5 of the bins near the play equipment.

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Creed to Recommend the provision of 7 No. Trevor Stewart Litter bins as described by Cllr Hill at a cost of £284 per bin plus installation.

B. Litter Services:

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Sykes to Recommend the Appointment of A H Contracts to provide litter services to the Parish Council.

FGP: 14.15/16 TO CONSIDER A CLAIM FOR DAMAGE TO VEHICLE SUSTAINED ON THE REC AT THE OFFICIAL OPENING:
 (Information previously distributed)

Cllr Burrell explained that, whilst acting under the instructions of the Parish Council in the preparation for the Official Opening of the Play Area, a vehicle driven by a volunteer had suffered damage to one tyre as a result of over running one of the dropped down metal posts.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Sykes to Accept the claim in the sum of £83.94 and to make reimbursement from the Chairman's Allowance.

FGP: 15.15/16 **STREET FURNITURE: TO CONSIDER QUOTATIONS FOR REFURBISHMENT OF SEATS, GATES AND STONE BUS SHELTER:** (Quotations from 2 Suppliers previously distributed)

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Sykes to Recommend Acceptance of the Quotation from Alan Quick - Decorating Services in the sum of £1,660.00, inclusive of all labour and materials.

FGP: 16.15/16 **WALES STREET, FLOOD ALLEVIATION SCHEME:**
(Paper prepared by Cllr Irving previously distributed.)
(Item 9.2 To consider Virement of Reserves was taken under this item.)

A. To Note the position in respect of the funding shortfall:
Cllr Forde reported that the extent of the shortfall had not been revealed. Efforts were being made to secure additional funding. SNC had put a case to the Environment Agency but there had been no confirmation of its final funding offer. Cllr Forde had written to the Thames Regional Flood and Coastal Committee, the body responsible for the allocation of flood protection funding across the region, requesting urgent support for the scheme. The letter set out the position in respect of financial support of the FAS from the Parish Council and emphasised the risk of running out of time on the tender. The Chair of the Thames Regional FCC had asked for and been provided with clarification on community contributions.

B. To consider a recommendation for an enhanced contribution from the Parish Council:

(Q.1. of the Paper: Could/should any more funds be added to this year's budget allocation of a further £8,000 to the current provision of £19,358?)

SNC was seeking an enhanced contribution in the total sum of £43,000 to include NHB funding from the Parish Council.

The current position:

Designated Reserves:	£19,358
2015/2016 Budget:	£ 8,000
NHB:	<u>£14,640</u>
Total:	<u>£41,998</u>

The Paper had asked Members to consider the fairness to Council Tax payers of allocating £42,000 or more to this project from which a small minority of residents would benefit when the total annual precept for King's Sutton is £55,000.

RESOLVED: It was proposed by Cllr Forde and seconded by Cllr Burrell to Recommend that the Parish Council's total contribution is scaled up to £45,000.

(Q2. of the Paper: How would the total, whatever it turns out to be, be remitted to SNC?)

It was **Noted** that the power to contribute to the FAS was under s137 of the 1972 Local Government Act. In 2015/2016 the maximum permitted amount that the Parish Council was able to expend under this power was £12,887.00.

This would necessitate staged payments over 4 years to be made to SNC.

The Paper also drew attention to the requirement that s137 payments are 'in the interests of the area or its inhabitants' and that 'the direct benefit accruing to their area or any part of it or to all or some of the inhabitants of their area will be commensurate with the expenditure to be incurred'.

C. To consider a proposal to submit a bid to the New Homes Bonus fund to allocate the sum of £14,640.00 to the Wales Street FAS:

Agreed as per B. above.

Clarification was required on the process for allocating NHB funds awarded for flood alleviation.

D. To consider Virement of Reserves:

(Table of Designated Reserves previously distributed)

RESOLVED:

It was proposed by Cllr Burrell and seconded by Cllr Sykes to Recommend that £3,000 is vired from Lighting to Flood Alleviation.

Reserves Category	Current	Budget	Recommended
Flood Alleviation	£19,358	£8,000	£22,358
Lighting	£10,797	0	£7,797

FGP: 17.15/16

KING'S SUTTON STATION CAR PARK: UPDATE:

No progress to Report.

FGP: 18.15/16

ACQUISITION OF LAND TO EXTEND THE CEMETERY:

A. To Note the available options:

B. To recommend how to proceed:

Cllr Creed reported that she had not received clarification from the Agent to the Astrop Estate of the piece of land that was definitely available for purchase.

**FGP: 19.15/16 MOTION TO EXCLUDE MEMBERS OF THE PUBLIC AND
THE PRESS FROM THE NEXT ITEM ON THE AGENDA:**

No Members of the Public were present.
The Clerk withdrew from the Meeting.

FGP: 20.15/16 REVIEW OF CLERK'S HOURS:

The Meeting considered the outcome of the review of the Clerk's hours of work conducted over the period 1st November 2014 - 31st May 2015 and **RESOLVED** unanimously -

To recommend that the Parish Council invites the Clerk to undertake a contractual increase of her hours from the current 16 hours per week to 21 hours per week and that her hours again be reviewed as part of her annual appraisal process.

Proposed Cllr Burrell, seconded Cllr Forde.

**FGP: 21.15/16 MOTION TO RE-ADMIT MEMBERS OF THE PUBLIC AND
THE PRESS FROM THE NEXT ITEM ON THE AGENDA:**

No Members of the Public were present.

**FGP: 22.15/16 TO RECEIVE ITEMS FOR THE NEXT MEETING (15TH
SEPTEMBER 2015):**

None.

The Meeting ended at 8.55 p.m.