

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

**MINUTES OF THE MEETING HELD
AT 7.30 P.M. ON TUESDAY 17TH NOVEMBER 2015
IN THE KING'S SUTTON MILLENNIUM MEMORIAL HALL**

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

ABSENT: Cllr T Forde

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:

No Members of the Public were present. The Chairman did not make his Announcement.

FGP: 41.15/16 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

Cllr Forde had submitted Apologies.

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Sykes to Approve the Reasons for Absence submitted by Cllr Forde.

FGP: 42.15/16 TO RECEIVE REQUESTS FOR DISPENSATIONS:

None.

FGP: 43.15/16 TO INVITE DECLARATIONS OF INTEREST:

None.

FGP: 44.15/16 PUBLIC PARTICIPATION:

None.

FGP: 45.15/16 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 15TH SEPTEMBER 2015: (previously distributed)

RESOLVED: It was proposed by Cllr Sykes and seconded by Cllr Irving to Approve the Accuracy of the Minutes of the Meeting held 15th September 2015.

FGP: 46.15/16**RFO'S REPORT:** (previously distributed)**A. Minute No. FGP: 36.15/16B: VAS Data Downloads:**

Manual data download: Failed.

Resumption of remote data download: Achieved for each month January - October 2015.

The supplier maintains that the problem has always been a signal problem.

Minute No. FGP: 37.15/16A:ii): KSPFA Car Park extension. The work commenced in stages. Stages 1-3 have been completed at a cost in the sum of £10,700. There is a final stage to complete.

Minute No. FGP: 38.15/16: New Homes Bonus Funds: Confirmation received from Grants Officer that the allocation will be paid directly to the Wales Street Flood Alleviation Scheme project.

B. Auto Enrolment: Update: (Paper previously distributed)

1. Staging Date: 1st February 2016: Auto Enrolment duties come into effect for King's Sutton Parish Council.

2. Pension Scheme: King's Sutton Parish Council has been registered for a NEST account.

Full Access Account Delegates: the Clerk, Cllrs Burrell and Irving. Payment method to the NEST account will be by Direct Debit.

3. Monthly Pension Contributions: Calculated on qualifying earnings. Employer rate 3.75%

4. Payroll Software: Current software, HMRC Basic PAYE Tool, has no automatic enrolment facility. All payroll files from HMRC Basic PAYE Tool have been transferred to BrightPay, a free payroll software whose systems support automatic enrolment.

Noted.

FGP: 47.15/16**INTERNAL CONTROLS:****A. To Note the Receipts and Payments Account to 11th November 2015:** (previously distributed)

Noted.

B. To Note the Report for Q2: (Copy held on file)
Completed 20th October 2015. No issues arising.

Noted.

FGP: 48.15/16**GRANTS OF FINANCIAL ASSISTANCE:**

None.

FGP: 49.15/16**PARISH COUNCIL WEBSITE:****A. To review the effectiveness of the Contract:** (previously distributed)

No financial issues had been identified during the year.
 No issues had been brought before the Editorial Board.
 Notwithstanding, the Committee considered that the recent postings relating to the future of Astrop Grange had presented a position somewhat contrary to that of the Parish Council.

Agreed:

i) To suggest the following minor change to the Contract:

Paragraph 9: Delete: 'at least' from the second line.

Insert: 'normally' after 'but' and before 'within'

Insert: 'at most' after 'within'

Paragraph 9 therefore to read:

'Official communications agreed by the Council for publication will be posted on the website as soon as possible but normally within at most seven days after being submitted to the Contractor by the Clerk to the Council.'

ii) In future years, to review the Contract in September.

iii) That the Clerk discusses with the Contractor the posting of documents on the website as set out in the Publication Scheme.

FGP: 50.15/16

S136 MOWING AGREEMENT 2016: TO RECOMMEND THAT THE PARISH COUNCIL ENTERS INTO AN AGREEMENT WITH NORTHAMPTONSHIRE HIGHWAYS TO CARRY OUT THE CUTTING OF THE GRASS WITHIN THE HIGHWAY IN RETURN FOR A CONTRIBUTION IN THE SUM OF £710.18:

(Specification previously distributed)

RESOLVED:

It was proposed by Cllr Sykes and seconded by Cllr Burrell to Recommend that the Parish Council enters into a s136 Mowing Agreement 2016 to cut the grass within the highway.

FGP: 51.15/16**THE REC:**

(Information supplied by Mr Trevor Stewart dated 16th November 2015 on estimated costs in respect of disposal of existing litter bins; maintenance work in the play area; installation of access posts presented to the Meeting by Cllr Hill)

A. To consider a Recommendation re. vehicular access:

Agreed: To retain the existing access and not to create a second.

B. To consider a Recommendation re. collapsible bollards:**RESOLVED:**

It was proposed by Cllr Burrell and seconded by Cllr Creed to recommend that the Parish Council:

i) Approves the purchase of 4 collapsible timber bollards at a cost in the sum of £159.00 + vat per bollard + delivery charge + security feature (number pad or padlock)

ii) Accepts the estimate dated 16th November 2015 from Mr Trevor Stewart in the sum of £232.00 + vat to install 4 timber bollards.

C. Other:

Agreed: To recommend Acceptance of the following costs as per the estimate dated 16th November 2015 from Mr Trevor Stewart:

- i) £285.00 + vat for the removal and disposal of the existing litter bins
- ii) £212 + vat for Quarterly visits to check over the play equipment and surfacing and to carry out minor adjustments as required.

FGP: 52.15/16

S106 DEVELOPER CONTRIBUTIONS (BANNER/CALA HOMES):

A. Leisure, Recreation and Open Space:

A.1 Report on allocations from the first half instalment:

(Paper previously distributed)

To date a total of £12,144.64 had been allocated from the first half instalment of £25,100.00.

The Report was **Noted**.

A.2 To consider how to allocate the second half instalment:

(Paper detailing Play Project costs previously distributed)

The second half instalment amounted to £32,786.11.

A.2.1 King's Sutton Play Project:

Total estimated costs of the Parish Council's 'loan': £56,000.

Barwood Homes' s106 developer contribution to be used a 'loan' repayment: £48,360.

Estimated Shortfall: £7,640 which could be allocated from the Banner/CALA Homes' second instalment.

Total estimated amount remaining for allocation from the Banner/CALA Homes' s106 developer contributions: £27,000.

Agreed: To **Note** the financial situation and defer further consideration in respect of the allocation of the remaining Banner /CALA Homes developer contributions for Recreation, Leisure and Open Space.

A.2.2 Skateboard Ramp: (Agenda item for the Parish Council Meeting to be held 3rd December 2015) (Minute No. 132.15/16B. refers)

The Committee **Noted** that:

- i) £250 was held in designated Reserves
- ii) The Donor had requested that the money be donated to a local charity in the event of a Parish Council decision not to proceed with a skateboard ramp.

B.2 Road Safety: Update on allocations:

(information previously distributed) (Position is as per Minute No. FGP: 37.15/16B.)

Total amount remaining: £11,861.46.

Noted.

FGP: 53.15/16**TO REVIEW THE THURSDAY BUS SERVICE:**

(Information previously distributed)

Net cost to the Parish Council: £3,350 for 50 weeks.

Agreed: To Recommend that in view of the growing net cost of the Service and the dwindling number of users:

- i) The Parish Council publicises the need for more people to use the service in the next 6 months after which the Parish Council would decide whether to retain or discontinue the service
- ii) To invite the views of residents
- iii) To promote the Thursday Bus Service in the KS Times, on the website, in the Noticeboards and at Coffee mornings.

FGP: 54.15/16**ACQUISITION OF LAND TO EXTEND THE CEMETERY: UPDATE:**

Cllr Creed was in the process of collecting together the email correspondence and plans from Mr George Chichester, Agent to Astrop Estate.

Agreed: To send information to Mr Simon Harris, formerly of Brown & Co.**Action:** Cllr Forde**FGP: 55.15/16****KING'S SUTTON STATION CAR PARK: UPDATE:****No further progress.**

(See Update from Cllr Morris, SNC Minute No. 132.15/16C)

FGP: 56.15/16**POLICIES/PROCEDURES:****A. To consider a Safeguarding Policy:**

(Model policy recommended by SNC previously distributed)

RESOLVED:

It was proposed by Cllr Burrell and seconded by Cllr Creed to Recommend Adoption of the model Policy.

B. To review Standing Orders:(Standing Orders adopted 2nd October 2014 previously distributed)**RESOLVED:**

It was proposed by Cllr Burrell and seconded by Cllr Sykes to Recommend:

- i) Amendment to SO 19c to automatically include the Vice Chairman in the annual performance review of the Clerk/RFO rather than only in the absence of the Chairman
- ii) Adoption of Standing Orders as amended at SO19c.

C. To review Financial Regulations:(Financial Regulations adopted 5th June 2014 previously distributed)

RESOLVED: It was proposed by Cllr Burrell and Creed to Recommend No Changes and to Approve Financial Regulations.

D. To review the Training Statement of Intent:

(Training Statement of Intent Approved 3rd April 2014 previously distributed)

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Sykes to Recommend:

i) That Item 4 'Resourcing Training' is re-worded to make provision for payment of travel expenses as follows: Insert: after 'publications' 'and travel expenses at the appropriate current rate.'

ii) Adoption of the Training Statement of Intent as amended.

FGP: 57.15/16

BUDGET 2016/2017: TO CONSIDER PROPOSALS AND MAKE RECOMMENDATIONS:

(Information previously distributed:

Receipts: YE Budget 2015/2016 Position; Notes on estimated YE Totals

Payments: YE Budget 2015/2016 Position; Notes on estimated YE Totals

Receipts: Budget 2016/2017 (incomplete)

Payments: Budget 2016/2017 (incomplete))

(Information presented to the Meeting: Recreation Ground Draft Budget for 2016)

A. Budget 2015/2016 Budget Position:

The Committee **Noted** the Position for Receipts and Payments.

B. Budget 2016/2017:

The Committee **Noted** the information previously distributed.

Agreed: To include the following information:

Receipts:

1. Thursday Bus: Calculate for fares from 20 passengers per week

Payments:

1. The Rec: Factor in the Recreation Ground draft Budget for 2016

12.2 Lighting Replacements: Add one additional heritage light for CALA Homes' development

12.9 Cemetery exceptional expenditure: £4,000

12.10 Traffic Calming: nil

B.1 Room Hire for Youth Club:

Cllr Burrell declared an interest:

Reason: Chairman, KSMMH Committee

Agreed:

i) To Recommend Approval of a budget provision in the sum of £2,000 for room hire for the Youth Club

ii) That the budget provision is reviewed in the light of a recent Monitoring and Evaluation Report.

RESOLVED: It was proposed by Cllr Irving and seconded by Cllr Burrell to bring the Recommendation B.1 to the next Ordinary Meeting of the Parish Council to be held 3rd December 2015.

Agreed:

i) To circulate, For Information, the draft Budget 2016/2017 and draft Budget for The Recreation Ground 2016 to Members of the Parish Council.

ii) To call an Extra Ordinary Meeting of the Finance Governance & Policy Committee in December 2015 for the purposes of recommending a Budget 2016/2017 to the Meeting of the Parish Council to be held 7th January 2016.

Action: the Clerk

FGP: 58.15/16 TO RECEIVE ITEMS FOR THE NEXT MEETING (19TH JANUARY 2016):

None.

The Meeting ended at 9.40 p.m.