

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

**MINUTES OF THE MEETING HELD  
AT 7.30 P.M. ON TUESDAY 19<sup>TH</sup> JANUARY 2016  
IN THE KING'S SUTTON MILLENNIUM MEMORIAL HALL**

**PRESENT:** Councillors R Irving (Chairman), R Burrell, T Forde

**ABSENT:** Cllrs J Creed, R Sykes

**IN ATTENDANCE:** Mrs A Le Druillenec (Clerk)

**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: 64.15/16            TO RECEIVE APOLOGIES AND APPROVE THE REASONS  
FOR ABSENCE:**

**None.**

**FGP: 65.15/16            TO RECEIVE REQUESTS FOR DISPENSATIONS:**

**None.**

**FGP: 66.15/16            TO INVITE DECLARATIONS OF INTEREST:**

Councillor	Item	Reason
R Burrell	10.2 Grants of Financial Assistance: KS Youth Club, Progress Report	KS Youth Club meets in the KSMMH. Cllr Burrell is Trustee and Chairman of the Committee of Management, KSMMH

**FGP: 67.15/16            PUBLIC PARTICIPATION:**

**None.**

**FGP: 68.15/16            TO CONFIRM THE ACCURACY OF THE MINUTES OF THE  
MEETINGS HELD:**

**A: 17<sup>TH</sup> NOVEMBER 2015:** (previously distributed)

Amendment: Minute No. FGP: 54.15/16: insert 'formerly' after 'Harris'.

**RESOLVED:** It was proposed by Cllr Burrell and seconded by Cllr Irving to Approve the Minutes, as Amended, of the Meeting held 17<sup>th</sup> November 2015.

**B: 17<sup>TH</sup> DECEMBER 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 17<sup>th</sup> December 2015.

**FGP: 69.15/16 RFO'S REPORT:** (verbal report)

Minute No. FGP: 46.15/16: Auto Enrolment: The Declaration of Compliance has been completed as far as possible in preparation for submission within 5 months of the Staging Date of 1<sup>st</sup> February 2016.

Minute No. FGP: 49.15/16: Posting of documents on the website: Work in progress.

Notification of Precept for 2016-2017 was submitted to SNC on 15<sup>th</sup> January 2016.

**FGP: 70.15/16 INTERNAL CONTROLS:**

**A. To Note the Receipts and Payments Account to 12<sup>th</sup> January 2016:** (previously distributed)

i) Receipts:

Category 3: Grasscutting Grant for 2015 from NCC: £710.18  
Not received.

**Action:** the Clerk

ii) Payments:

Anticipated Payments before the end of the year include:

Category 1.1: Posts at The Rec: £722 + vat  
(Order placed on 15<sup>th</sup> January 2016)

Category 5: Tree Works:

Cemetery: £2,750 + vat (Work to commence 15<sup>th</sup> February 2016)

The Rec: £2,025 + vat (Work to commence 28<sup>th</sup> March 2016)

Category 8.4: Electrical Testing and Cleaning of Lighting Units:

(Invoice received 8<sup>th</sup> January 2016: £2,003 + vat for 118 of 121 units)

Category 12.5: KSPP: Litter Bins (£1,960); disposal of existing (£285)

**B. To Note the Report for Q3:**

(Report dated 15<sup>th</sup> January 2016 presented to the Meeting)

There were No Issues arising.

**Noted.**

**C. To review the adequacy of the level of Fidelity Guarantee:**

(Information previously distributed)

An adequate level is regarded as being sufficient to cover the maximum amount of cash the Council is likely to hold during the year, calculated as the bank balance at the end of the year plus the first instalment of precept.

For King's Sutton Parish Council the level of Fidelity Guarantee should be a minimum of £161,000.

The level of Fidelity Guarantee provided under the current Insurance Policy of the Parish Council is £250,000.

The Committee was satisfied that the Council holds an adequate level of Fidelity Guarantee.

**FGP: 71.15/16****EXTERNAL AUDIT:****A. To Note information from Northants CALC on changes to**

**external audit:** (Information dated 24<sup>th</sup> December 2015 previously distributed)

The closure of the Audit Commission had taken place on 31<sup>st</sup> March 2015 under the Local Audit and Accountability Act 2014. Existing contracts for external audit continue to run to year end 31<sup>st</sup> March 2017.

The newly created Sector Led Body (SLB) known as the Smaller Authorities' Audit Appointments Ltd will carry out the function of the Audit Commission related to external audit for parish and town councils from 1<sup>st</sup> April 2017.

Councils are automatically opted in to this arrangement. External audit fees set by the SLB are not expected to be greater than those currently set.

Councils may decide to opt out of the SLB arrangement and procure its own external auditor.

**Noted.**

**B. To recommend that King's Sutton Parish Council will remain opted-in to the Sector Led Body arrangements for the procurement of external audit:****RESOLVED:**

It was proposed by Cllr Burrell and seconded by Cllr Forde to recommend that King's Sutton Parish Council remains opted in to the Sector Led Body arrangements for the procurement of external audit.

**C. To consider the effectiveness of the System of Internal Audit, including the review of the Financial Risk Assessment and Statement of Internal Control:**

(Information previously distributed)

The Committee considered the paper dated 12<sup>th</sup> January 2016 entitled 'Review of the Effectiveness of the System of Internal Audit ' and considered its recommendations.

Recommendation 1: To recommend Approval of the Financial Risk Assessment 2015/2016: (FRA previously distributed)

**RESOLVED:**

It was proposed by Cllr Forde and seconded by Cllr Burrell to Adopt Recommendation 1.

Recommendation 2: To review the Effectiveness of the System of Internal Audit and recommend procedures to enhance it:

The Committee considered the paper:

**Agreed:**

- i) To record the Committee's satisfaction with current arrangements.
- ii) To make No Recommendations.

Recommendation 3: To endorse the Statement of Internal Control for YE 31<sup>st</sup> March 2016 and recommend its Approval:

(Statement previously distributed)

**Agreed:** To substitute 'any' for 'the' at the end of line 2, paragraph 2 of Section 2 of the Statement.

Paragraph 2, Section 2 therefore to read:

'The system of internal control has been in place at the Council for the year ended 31 March 2016 and up to the date of the approval of the annual report and accounts and, except for any details of significant internal control issues at section 5, accords with proper practice.'

**RESOLVED:**

It was proposed by Cllr Forde and seconded by Cllr Burrell to endorse the Statement as amended and recommend its Approval.

**FGP: 72.15/16**

**RESERVES:**

**A. To review Designated reserves and recommend virements:**

(Table of designated reserves previously distributed)

The Committee considered each category of designated Reserves.

**Agreed:** To recommend No Change to the following categories in Table 1:

Table 1.

Category	Total to Date	Budget 2015/16
Flood Alleviation	£22,358	£8,000
Lighting Renewals	£7,797	£5,000
Rights of Way	£2,450	nil
War Memorial	£265	nil
Cemetery Rose Garden	£582	£75
Bus shelters - Repairs	£500	nil
Office Equipment	£1,000	£750
Skateboard Ramp	nil	nil

**Agreed:** To comment on the following categories whilst recommending No Change to each category in Table 2:

Table 2.

Category	Total to Date	Budget 2015/16	Comment
New Play Equipment	-£3,313	nil	Will be replenished from s106 Barwood Homes
Tree Surgery	£12,987	£3,030 (£3,000 set against Reserves)	By year end circa £9,000 will remain in Reserves
Traffic Calming	£12,000	£3,000	The Committee floated the idea of contributing towards the renewal of the thermo plastic road markings, at the junction of The Square and Whittall Street, and at the Glebe Rise/Astrop Road junction. Therefore, the Committee was in favour of the £3,000 budget figure being c/f to designated reserves at 1 <sup>st</sup> April 2016 to bring the Traffic Calming Category to £15,000.
Staff Gratuity	£2,500	£500	Auto Enrolment duties commence 1 <sup>st</sup> Feb 2016. Gratuity category remains ringfenced from that date.
S106	£2,955	£47,598 (set against Reserves)	Will be adjusted eventually.

**Agreed:** To make one Recommendation in relation to the Play Area Renewal and Cemetery Exceptional Categories.

**RESOLVED:** It was proposed by Cllr Burrell and seconded by Cllr Forde to Vire the Play Area Renewal Budget 2015/2016 of £5,000 to the Category 'Cemetery Exceptional'. This would leave no Budget provision for 2015/2016 in the Play Area Renewal Budget but increase the Cemetery Exceptional budget 2015/2016 to £9,000 as shown in Table 3.

Table 3.

Category	Total to Date	Budget 2015/16	Recommendation	Budget 2015/2016 Total post Virement
Play Area Renewal	nil	£5,000	Transfer £5,000 to Cemetery Exceptional	nil
Cemetery Exceptional	£4,000	£4,000	Add virement of £5,000 from Play Area Renewal Budget	£9,000

**FGP: 73.15/16**

## **GRANTS OF FINANCIAL ASSISTANCE:**

### **A. Applications: None**

*Cllr Burrell had declared an Interest in B. KS Youth Club.*

**B. KS Youth Club: Progress report:**

(Interim Report previously distributed. Copy available at the Meeting.)

The Report covered the period from the launch of the Youth Club on 12<sup>th</sup> September 2015 to the New Year. The report also listed future plans and Financial information as well as including photographs of the Club in action. Currently the regular members are aged between 11 and 13 years. The Club has looked into ways to attract a wider age group (14-18 year olds) but without success.

The Club would like to increase the number of members and to bring in other adults.

The Committee **Noted** the Report.

**Agreed:**

i) To thank Kath Sharman, Chair, King's Sutton Youth Club for her Report and to say how encouraged Members were by it.

ii) To include clarification with regard to the permission sought and granted to the Youth Club for the display of Notices.

**Action:** the Clerk

**FGP: 74.15/16**

**S106 DEVELOPER CONTRIBUTIONS (BANNER/CALA HOMES):****A. Leisure, Recreation and Open Space: To consider how to allocate the second half instalment:**

Further to Minute No. FGP: 52.15/16 it was now estimated that the shortfall that would be required from the Phase 2 Banner/CALA Homes' allocation would be £7,877, rather than £7,640.

At 19<sup>th</sup> January 2016 unallocated s106 developer contributions received from Banner/CALA Homes was £34,641.

**RESOLVED:**

It was proposed by Cllr Burrell and seconded by Cllr Forde to recommend that the shortfall of £7,877 be made good from the s106 Banner/CALA Homes' developer contributions.

This would leave the sum of £27,000 for allocation for Leisure, Recreation and Open Space.

The Committee **Agreed** to recommend the following procedure:

i) Make it known that the Parish Council is empowered to spend approx. £25,000 within the village of King's Sutton to improve recreational facilities.

ii) Invite expressions of interest with indicative project costs from prospective applicants.

iii) Compose a list of criteria as the basis for allocating the funds in accordance with the Unilateral Undertaking dated 22<sup>nd</sup> February 2010.

**Action:** Cllr Irving

The Committee also **Agreed** to recommend that:

i) In the case of the member clubs under the aegis of the King's Sutton Playing Fields Association, the Parish Council would require evidence of the agreement of the Playing Fields Association to any proposal before any application for funds was made.

ii) Cllrs Forde, Irving and Sykes be appointed to collectively sift through the expressions of interest and subsequent applications.

**B. Road Safety: Update on allocations:**

The sum of £11,861.46 remained available to the Parish Council. The cost of the portable VAS, including pole at the junction of Mill Lane/Holland Rise, and additional Smart Scan (Best Signal) for the VAS device on Banbury Lane, would reduce the available funds by £3,599.

Total amount remaining available for Road Safety would be £8,262.46.

**B.1. Procedure for Payment of portable VAS:**

NCC administers the funds on behalf of the Parish Council.

NCC will pay directly for the pole.

NCC will issue a cheque to the Parish Council for the amount required for placing the order with TWM.

**Noted.**

**FGP: 75.15/16**

**TO REVIEW THE PUBLICATION SCHEME:**

(Publication Scheme 2016 previously distributed)

**RESOLVED:**

It was proposed by Cllr Burrell and seconded by Cllr Irving to:

- i) Remove the entry 'Bye-laws' in Class 4, 'How we make Decisions'
- ii) Recommend Approval of the 2016 Publication Scheme as amended.

**FGP: 76.15/16**

**ACQUISITION OF LAND TO EXTEND THE CEMETERY:  
UPDATE:**

**No further progress.**

**FGP: 77.15/16**

**KING'S SUTTON STATION CAR PARK: UPDATE:**

**No further news.**

**FGP; 78.15/16**

**TO RECEIVE ITEMS FOR THE NEXT MEETING (15<sup>TH</sup>  
MARCH 2016):**

**None.**

The Meeting ended at 8.20 p.m.