

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

**MINUTES OF THE MEETING HELD
AT 7.30 P.M. ON TUESDAY 17TH JANUARY 2017
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)

RESIGNATION OF CLLR HILL: Prior to the opening of the Meeting, Cllr Burrell read out the letter of resignation dated 16th January 2017 from Cllr Hill.

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

FGP: 73.16/17 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

None.

FGP: 74.16/17 TO RECEIVE REQUESTS FOR DISPENSATIONS:

None.

FGP: 75.16/17 TO INVITE DECLARATIONS OF INTEREST:

None.

FGP: 76.16/17 PUBLIC PARTICIPATION:

None.

Cllr Sykes entered the Meeting.

FGP: 77.16/17 TO CONFIRM THE ACCURACY OF THE MINUTES:

A. Meeting held 22nd November 2016: (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 22nd November 2016.

B. Extra Meeting held 13th December 2016: (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 13th December 2016.

FGP: 78.16/17 **RFO REPORT:** (previously distributed)

A. Matters Arising:

Minute No. FGP: 47.16/17: Grant of Financial Assistance to KS Youth Club: Cllr Burrell had acted as independent examiner and had checked through the accounts on 1st December 2016.

Minute No. FGP: 48.16/17: RFO's Report:

Outstanding invoices: Trevor Stewart Play Equipment:

Total £2,477 for supply and installation of 7No. timber litter bins + removal and disposal of existing litter bins + installation of 4No. access posts at The Rec.

Total £848 + vat for 4 quarterly inspections of the play equipment.

The Clerk contacted Mr Stewart by telephone on 6th January 2017 and via email on 10th January 2017.

Agreed: To contact Mr Stewart by post

Action: the Clerk

Agreed: To review the arrangements for inspection of the play equipment and appointment of a Cllr for The Rec at the Annual Parish Council Meeting to be held on 4th May 2017.

Portable VAS: Site visit 24th November 2016: Due to time constraints and an inadequate step ladder Mr Barber had neither moved the VAS to a different location nor examined the distance setting. Mr Barber suggested that the latter could be checked by the supplier in the event that the Parish Council transforms the VAS to mains power. Data downloaded for 20th -22nd November appeared to be normal.

Lesley Elkington, Principal Transport Planner (Section 106) has now cancelled the order for two poles (Mill Lane/Holland Rise and Banbury Lane).

Minute No. FGP: 56.16/17: Community First Responders: Mrs Elaine Cross has thanked the Committee for its remarks sent on 9th December 2016 and has passed them on to the team.

B. Other:

i) New External Auditor for Northamptonshire: (Ref. FGP: 71.15/16 and 195.15/16) The Smaller Authorities' Audit Appointments Ltd (SAAA) has appointed PKF Littlejohn LLP as External Auditor for the year ending 31st March 2018.

BDO LLP will carry out the external audit for the current 2016/2017 financial year.

ii) Bank Transfer:

Request to Authorise the Clerk to transfer the sum of £70,000 from the Business Money Manager Account to the Money Market 1 Month Notice Account.

Financial Regulation 5.5: The Clerk has delegated authority to authorise fund transfers up to the sum of £10,000.

Business Money Manager Account: Bank Balance at 31st December 2016: £99,809.

The Committee considered the request and had No Objections.

RESOLVED:

It was proposed by Cllr Burrell and seconded by Cllr Sykes to Authorise the Clerk to transfer the sum of £70,000 as requested.

C. Additional: (verbal report)

i) Direct Debit with HMRC: (Minute No. 135.16/17 refers) A Direct Debit for PAYE payments had been set up on 13th January 2017.

ii) Telephone Landline: The Clerk reported problems on the line during the afternoon of 17th January 2017.

Agreed: To Authorise the Clerk to replace the phone should the problems continue long term.

iii) Annual Parish Meeting: (Minute No. 148.16/17 refers) The main hall was not available on 19th April 2017. Alternative dates included 12th or 26th April 2017.

RESOLVED:

It was proposed by Cllr Irving and seconded by Cllr Burrell to hold the Annual Parish Meeting on 12th April 2017.

Agreed: That Reports are submitted to the Clerk at, or prior to, the Parish Council Meeting of 6th April 2017.

FGP: 79.16/17

INTERNAL CONTROLS 2016/2017:

A. To Note the Report of the Internal Control Councillor for Q3: (Available for inspection at the Meeting)

Cllr Burne had carried out the Internal Control Checks for Q3 on 12th January 2017. There were no issues arising.

Noted.

B. To review the Receipts and Payments Account to 10th January 2017: (previously distributed)

Noted.

C. To review the adequacy of the level of Fidelity Guarantee: (Information previously distributed)

Based on estimated figures the Council was likely to hold £248,597.00 which was just below the Parish Council's current level of Fidelity Guarantee insurance cover of £250,000.

The Committee was satisfied to accept the insurance level of £250,000 for Fidelity Guarantee.

D. 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)

D.1 Review of the Effectiveness of the System of Internal Audit:

Control Element B3 Internal Audit v.i. The end of Year Internal Audit for 2016/2017 will be conducted on 18th May 2017.

The Committee was satisfied with the procedures currently in place and made no recommendations for enhancement of those procedures.

D.2 Financial Risk Assessment:

The Committee considered the document.

The Clerk advised that SNC had been notified of the Precept Requirement for 2017/2018 for King's Sutton on 13th January 2017.

Agreed:

- i) Grant Payments: To amend the risk level for Cheques to Low
- ii) Loss: That insurance cover (Libel and Slander) relating to critical damage was adequate.
- iii) To Recommend Adoption as amended of the Financial Risk Assessment 2016/2017.

D.3 Statement of Internal Control:

The Committee endorsed the Statement.

Agreed: To Recommend Approval of the Statement of Internal Control for YE 31st March 2017.

RESOLVED:

It was proposed by Cllr Burrell and seconded by Cllr Irving to put the Recommendations as agreed by the Committee to the Parish Council for Approval.

FGP: 80.16/17**GRANTS OF FINANCIAL ASSISTANCE: TO CONSIDER APPLICATIONS:**

No applications had been received.

FGP: 81.16/17**TO NOTE THE CURRENT POSITION RE. SECTION 106 DEVELOPER CONTRIBUTIONS FOR:**

(Information previously distributed)

A. Leisure, Recreation and Open Space:

All applicants had been advised of the outcome of their bids since the the Parish Council Meeting of 1st December 2016.

Two allocations totalling £747.50 had subsequently been paid out in December 2016. (subsequently ratified Minute No. 135.16/17.A refers)

The total amount of Approved allocations pending was £24,249.96 out of a total available amount of £31,912.97.

This left a balance of £7,663. (earmarked for the King's Sutton Playing Fields Association in contribution towards the completion of Phase 2 to the Pavilion, totalling £11,500)

Agreed:

- i) To ask the Committee of the KSPFA to confirm in writing that it would be willing and able to contribute the whole amount required to make up the shortfall and that it would be in a position to do so before the Parish Council released any of the rest of the funds

ii) That, in requesting this written confirmation there was a need to provide the KSPFA with an estimated figure of the level of contribution it would be expected to make¹.

¹ Calculated as £3,837.

£11,500 total cost of priority works 3-5 to the Pavilion

-£ 7,663 remaining balance of S106 as yet unallocated

Action: the Clerk

B. Road Safety:

The sum of £8,771 remained available to the Parish Council.

Noted.

FGP: 82.16/17 PORTABLE VAS:

(Information on costings previously distributed)

A. To review the current set up: Cllr Sykes spoke to this item.

The current arrangements were problematic in some respects, mainly because the battery life was less than 3 weeks. The use of longer life batteries was an option and information on this was yet to be looked into.

Cllr Burrell was in favour of an engineered solution for dealing with the VAS operation.

B. To consider the compatibility costs of adapting the device for mains or solar power:

i) To convert from Battery to mains power via a plug in cable for 4 existing lamp columns¹: £1,267 + vat.

¹Nos. 3 and 10 Astrop Road; No. 2 Orchard Way; possibly No 3. Banbury Lane

ii) To install a pole² with mains feed, with power to nearest available source: Costs were not confirmed and would be dependent on the location and distance of the pole to the power source e.g. lamp column. Mr Steve Barber, Northants Highways would advise.

²Two poles at two locations were being considered:

Mill Lane at jnc. with Holland Rise (power source Lamp No. 1 Holland Rise);

Banbury Lane, grass verge opp. No. 42 by track to Pumping Station - nearest lighting column at Halestrap Way, or Lamp No. 4 Banbury Lane on opposite side of carriageway.

iii) Solar power: No costs available.

It was **Noted** that once modified to operate from a mains power supply the VAS would no longer be battery compatible. The traffic pole fitted with clips and situated on the slope opposite Spring Cottage, 61/63 Astrop Road would be redundant.

Agreed:

i) To accept In Principle that the way forward was to make modifications to the current set up

ii) That finite costings for and full details of all options were required prior to any decisions being recommended.

FGP: 83.16/17 TO DRAFT OR REVIEW TERMS OF REFERENCE:**A. Tree Warden: No progress.****B. Flood Alleviation Group: No progress.****Agreed:** To defer to the next Meeting of the FG&P Committee to be held 21st March 2017.**FGP: 84.16/17 TO REVIEW THE PUBLICATION SCHEME:**

(Publication Scheme 2016 previously distributed for review)

Agreed: To Recommend Removal of the following entries:i) Class 3: What our priorities are and how we are doing: (one entry)
Parish Plan and The Way Ahead:

ii) Class 5: Our policies and procedures: (three entries)

Information security policy

Records management policies

Data protection policies.

FGP: 85.16/17 CEMETERY:**A. To consider quotations to upgrade the paths:**

Cllr Creed spoke to this item;

3No. quotations had been received for the same work specification, including: rope top edging, re-setting of kerbs, removal of tree roots, clearance of all rubbish from site.

There was considerable variation in the levels of quote.

Agreed:

i) To carry forward all 3 quotations for the moment

ii) To ask each person who had submitted a quote for further information including:

- an example of recent work

- a method statement detailing the anticipated duration of the work and its impact on Cemetery operations and activities, as well as details relating to onsite storage of materials and equipment.

Action: Cllr Creed**B. To receive updates on progress in respect of the:****B.1 Acquisition of land to extend the Cemetery:**

Cllr Forde spoke to this item:

Mr Simon Harris was now based in Towcester.

Mr Harris had offered a reduced hourly rate of £150 to act on behalf of the Parish Council to undertake the negotiations with the Trustees of Astrop Park Estate and their Agent, Mr George Chichester. Mr Harris estimated that 5-6 hours' work would be required.

In addition to Mr Harris' fees the Parish Council would also pay legal costs, the purchase price, and supplementary costs for fencing and maintenance.

It might be possible to include in the Purchase Agreement a licence to permit the Astrop Park Estate to occupy the land on an annual basis until such time as the land was required by the Parish Council.

RESOLVED:

It was proposed by Cllr Forde and seconded by Cllr Creed to Recommend to the Parish Council that it proceeds with the process to acquire the land.

The Terms of Appointment were to be advised.

B.2 Installation of a Water Supply: Cllr Creed spoke to this item.

i) Application to Anglian Water for a new connection: Cllr Creed was in the process of completing the form.

Agreed:

i) To acquire a cost for c230m of trenching and piping from KierWSP, Agent to Northants Highways

ii) To contact Cllr Ian Morris, Cabinet Member, NCC for Transport, Highways and Environment for advice.

Action: Cllr Creed

FGP: 86.16/17**KING'S SUTTON STATION CAR PARK: UPDATE:**

None.

FGP: 87.16/17**TO RECEIVE ITEMS FOR THE NEXT MEETING: (TUESDAY 21ST MARCH 2017):**

None.

The Meeting ended at 8.30 p.m.