

WEST HADDON PARISH COUNCIL

CLERK: Mrs Gill Wells

Email: westhaddonpc@gmail.com



FINANCE & GENERAL PURPOSES COMMITTEE		West Haddon Parish Council
Date: 28th May 2019	Time: 7.30pm	Venue: West Haddon Parish Council Sports Pavilion
Attendees: Cllr S Kerr (Chair) Cllr P Norman Cllr S Tringham Cllr N Brett Cllr A Stephens	Apologies None received	The Clerk

OPENING PROCEDURES

1. Election of Finance & General Purposes Committee Chair – Cllr S Kerr was elected to the position of Chair.
2. Election of Finance & General Purposes Committee Vice Chair – Cllr P Norman was elected to the position of Vice Chair.
3. Apologies – There were no apologies to receive.
4. Public Session – There were no Members of the Public present.
5. Declarations of Interest – Cllr Stephens declared a pecuniary interest in item 16.
6. Requests for dispensations – Motion Agreed:- It was resolved that a dispensation request from Cllr Stephens for a period of 12 months with regard discussions relating to the Councils website management / contents and requirements, be approved. Cllr Stephens would be prohibited from voting on any issues relating to the website and would leave the meeting if and when discussions were related to remuneration for the Website Manager.
7. Minutes of the meeting 5th December 2018 – Motion Agreed:- It was resolved that the minutes of the meeting 5th December 2018 be approved.
8. Matters arising from the meeting 5th December 2018 – Members were asked to review the Terms of Reference for the Committee and report back to the next Committee meeting any proposed amendments for consideration and approval by Full Council.

POLICIES & PROCEDURES

9. Financial & Managerial Risk Assessment – Members received the financial and managerial risk assessment and noted the identified risks. Motion Agreed:- It was resolved that signatories would be asked to bring their log-in details for Unity Bank to the next meeting of the Council to attempt accessing the accounts and authorise payments; further, that the required signatories to authorise payments with regard Unity Bank would be reduced from 3 to 2 Councillors; that the Clerk would chase up the log in details for Cllr Brett from Unity Bank; that Cllrs allowances would be forwarded to the internal panel for consideration and a policy regarding payment of allowances put together for approval by Full Council; that the Clerks contract be reviewed with a view to using the NCalc model contract – Members were reminded of their legal obligations to give notice for any proposed amendments to an employee's contract.
10. Financial Internal Control Checks Report, Policy & Procedure – Motion Agreed:- It was resolved that the financial internal control policy and procedure did not require amendment and that whilst quarterly checks were advised the Council would continue to carry out monthly internal control checks and report to Council wherever possible.

BANKING, AUDIT, BUDGET & INSURANCE

11. Banking Update – See item 9 above.
12. Bank reconciliation, financial review and financial summary to date. Members received the bank reconciliation and financial review. Discussion around the budget 2018-2019 and the budget approved for the period 2019-2020 took place. Concern was raised about the works approved and budgeted for in 2018-2019 which had or would not be invoiced until the 2019-2020 period. The Clerk explained that the budget set in December 2018 was based on assumptions for 2019 -2020, as was any budget, and whilst it was anticipated that the projects budgeted for in 2018-2019 would be concluded and invoiced in the financial period 2018-2019 it was now apparent they would be invoiced in 2019-2020. Whilst the Council had concluded the financial period 2018-2019 with more money in the

bank than anticipated due to the projects not being concluded, the majority of these funds were already allocated. It would be wrong to consider all the bank balances at the end of the year as surplus monies as orders / works were in progress.

13. Annual Governance Accountability Return (AGAR) and associated documentation – Members were notified that due to the date of the bank statement being 1st April and a payment being taking into account for 1st April which, consequently should have fallen into the 2019-2020 financial period, an amendment was required to the figures in section 2 of the Annual Governance & Accountability Return. The document would be re-presented to Full Council for confirmation 4th June 2019. The Clerk confirmed that the procedure was acceptable in terms of timelines and external auditor requirements.

14. Budget 2019-2020 – Motion Agreed:- It was resolved that the initial priority was the outdoor gym equipment and Cllr Stephens would obtain quotes. Further, that Cllr Baldwin had been asked to enquire of Dirft the possibility for the provision of bus shelters.

15. Grant Applications – Motion Agreed:- It was resolved that the Council would continue to pursue the Public Works Loan; that smaller grants would be pursued towards noticeboards; bus shelters and outdoor gym equipment.

PERSONNEL & CONTRACTS

16. Staff / contractors / contracts – terms and conditions / SLAs – Members were asked to consider the following contracts, remuneration, and requirements going forwards:-

- Website Manager – Motion Agreed:- It was resolved that the Clerk would obtain quotes for the 2Commune website and that the Website Manager review other Councils websites and contents. Cllr Stephens gave his apologies and left the meeting due to childcare commitments.
- Newsletter Editor – Motion Agreed:- It was resolved that Cllr Tringham would organise a working party meeting as soon as possible. There would be no changes to costs.
- Newsletter Delivery – Motion Agreed:- It was resolved that there would be no change regarding delivery and costs.
- Festival Gardens – Motion Agreed:- It was resolved that there would be no change regarding the current situation until the EMO was in position.
- Playing Field Grass Cutting Contractor – Motion Agreed:- It was resolved that the contract would be reviewed at the end of the cutting season 2019.
- Village Grass Cutting Contractor – Motion Agreed:- It was resolved that the contract would be reviewed at the end of the cutting season 2019.
- Litter Picker – Motion Agreed:- It was resolved that there would be no change regarding the current situation until the EMO was in position.
- EON lighting – maintenance contract / repairs – Motion Agreed:- It was resolved that there would be no review at present.

17. Admission to Meetings Act 1960 – due to the nature of the following discussion item, the Committee resolved to exclude the public and press from the meeting for the following item. The Clerk left the meeting.

18. Review of the Clerks role; salary; hours of employment; title; areas of responsibility now and in the future; staff management; future management of assets – as requested by Cllr Norman. Motion Agreed:- It was resolved that a proposal to increase the Clerks hours; salary; responsibilities; and to amend the title of Clerk to Executive Officer West Haddon Council, would be forwarded to Full Council 4th June 2019, for consideration and approval.

CLOSING PROCEDURES

19. Date of next meeting – 15th July 2019.