

WEST HADDON PARISH COUNCIL

CLERK: Mrs Gill Wells

Email: westhaddonpc@gmail.com



FINANCE & GENERAL PURPOSES COMMITTEE		West Haddon Parish Council
Date: 13th August 2019	Time: 7.30pm	Venue: West Haddon Baptist School Room
Attendees: Cllr S Kerr (Chair) Cllr P Norman Cllr S Tringham Cllr A Stephens Cllr I Robertson	Apologies None received	The Clerk Cllr Baldwin

OPENING PROCEDURES.

1. Apologies – There were no apologies to receive.
2. Public Session – There were no reports to receive.
3. Declarations of Interest – There were no declarations of interest.
4. Requests for dispensations – There were no requests for dispensation – the Clerk reminded Members that Cllr Stephens had a dispensation with regard discussions about the management of the website.
5. Minutes of the meeting 28th May 2019 – Motion Agreed:- It was resolved that the minutes of the meeting 28th May 2019 be approved.
6. Matters arising from the meeting 28th May 2019 – There were no matters arising to report.

POLICIES & PROCEDURES

7. Terms of Reference:- Motion Agreed:- It was resolved that the Clerk review the Terms of Reference for the Committee with a view to recommending to Council that the Committee have delegated powers to approve quotes and payments if within the agreed budget. Recommendations would still be made to Full Council. Moreover, the Committee would meet more frequently than the previous year.
8. Financial & Managerial Risk Assessment:- Motion Agreed:- It was resolved that the updated financial and managerial risk assessment be recommended to Full Council for approval and reviewed at the next meeting of the Council.
The Clerk advised Members that the EMO had his son at work with him – when asked if this was ok the Clerk had responded that the Council could not sanction his presence and that this was the responsibility of the EMO himself as his Father. The Council could not be held responsible for any issues arising.
9. Financial Internal Control Checks Report, Policy & Procedure:- Motion Agreed:- It was resolved that the Committee would not amend the internal control procedures but would monitor and review the system as necessary to ensure it was robust and fulfilled requirements.
10. Financial Regulations:- Motion Agreed:- It was resolved that the financial regulations were clear and robust and met the requirements of the Council but the Clerk would monitor any new legislation and conditions and recommend to Full Council for approval accordingly.
11. Asset Register:- Motion Agreed:- It was resolved that the asset register required updating with the new play equipment being identified as well as the VAS signs once purchased and the height barrier to the playing field – the amended asset register would be presented to Full Council for approval. Moreover, the Clerk was tasked with enquiring whether the charity equipment held in the Old Fire Station was insured under the Councils policy. Further, any new equipment purchased for the EMO would need to be added to the asset register.

BANKING, AUDIT, BUDGET & INSURANCE.

12. Banking Update:- Motion Agreed:- It was resolved that the Natwest Bank Accounts would be closed and monies transferred to the Unity Trust Bank Account held by the Council. The closure would take place after the second portion of the precept had been received October 2019.
Further, that a payment card on the Unity Bank Account would be applied for – the card would be held by the Clerk which would have a £500 per month limit. Only the Clerk had authorisation to use the card. All expenditure would be notified to the internal controller appointed by the Council and receipts retained. The Committee would review

all expenditure made on the card when it met and the internal controller would review expenditure as and when it occurred and monitor usage as part of the normal control checks.

13. Bank reconciliation, financial review to date:- Members received the latest bank reconciliation and financial review – there were no actions / comments.

14. Budget 2019-2020:- Members reviewed the budget and acknowledged that the carry forward from the previous financial period, which had been allocated for unfinished projects, had now been spent on those projects. The budget and any amendments would be reviewed at the September meeting of the Committee before being presented to Council for consideration and approval. No amendments would be recommended at this time although it was acknowledged that the Committee had been granted delegated authority by Full Council (August 2019) to identify where in the budget monies could be procured to pay for a new website. The Committee agreed that the website would be considered in October 2019 when the position of Executive Officer was in place.

15. Grant Applications:- Members noted that the Clerk was in the process of applying for a grant from DDC towards the installation of 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:-

- Clerk / Executive Officer – a revised contract of employment was required for the Executive Officer as well as a full review of the job description prior to 1st October 2019.
- Environmental Maintenance Officer - The role had commenced and was working well. Members agreed that the Council should purchase equipment required regularly to enable the EMO to carry out their role.
- Website Manager – Given the Councils delegated authority and website requirements this would be referred to the September and October meetings of the F & GP Committee.
- Newsletter Editor - The position was being advertised.
- Newsletter Delivery – There was no change.
- Festival Gardens – The Clerk was instructed to give notice to the present incumbent as the role was now under the remit of the EMO.
- Playing Field Grass Cutting Contractor – The contract would be reviewed by the F & GP Committee October 2019.
- Village Grass Cutting Contractor - The contract would be reviewed by the F & GP Committee October 2019.
- Litter Picker – Notice had been given to the litter picker with a view to them concluding the role at the end of August / early September. The role was now under the remit of the EMO.

PROJECTS

17. Projects, Services & Asset Management:-

- Newsletter – The position of Editor was being advertised.
- Outdoor Gym Equipment - Sovereign was the preferred supplier subject to confirmation of the offer end dates. The Clerk was applying for a DDC grant.
- Bus Shelters – Cllr Baldwin was leading on the project and had been in liaison with Dirft. The Clerk would forward quotes obtained. If there was no action from Dirft by January 2020 the Committee would reconsider quotes and actions. Permission would also be required for the positioning of the shelters on the highway.
- Noticeboards - Locations and type of board to be agreed.
- Pavilion Management & Maintenance – The EMO was now in place and this was being managed.
- Playing Field - The EMO was now in place and this was being managed
- Play Area - Works complete although the EMO would be instructed to clean the old equipment.
- Cemetery / Churchyard - Cllr Tringham would forward information on tree works required and other maintenance.
- Street Lighting – The Committee were advised that additional street lighting would be coming on board from the shortly to be adopted areas.
- Website – Members were recommended to review other Councils websites.
- Pavilion Development & S106 - Planning permission was awaited.
- Playing Field Projects & S106 – To be discussed at the PFC meeting 16th September 2019.
- Allotments – No update to report.

CLOSING PROCEDURES

18. Date of next meeting – Meetings would be called in September (date to be arranged) and 21st October 2019.