

Finance, Legal and Administration Committee Minutes

Membership: 5 + 2

Quorum: 3

Appendices: 4

Agenda No:	Present: Cllrs: Denis Payne (Chairman), Ashley Gordon, Brian Ing, Neil Davies Clerk: Angela Young; RFO: Lynda Marsh	
F16/029	TO RECEIVE APOLOGIES FOR ABSENCE Cllr Butcher (illness), Cllr Jenkins (personal). Cllr Stonham was absent	
F16/030	MEMBERS DECLARATIONS OF INTERESTS To receive declarations of pecuniary interest from Councillors on items on the agenda – None declared To receive written requests for dispensations for disclosable pecuniary interests (if any) – None declared To grant any requests for dispensation as appropriate – None requested	
F16/031	PUBLIC PARTICIPATION No public present	
F16/032 032.1	APPROVE MINUTES OF THE MEETING HELD 18th July 2016 All agreed Chairman to sign minutes as a true record	
F16//033 033.1	MATTERS ARISING – from recent meetings <u>Action List</u> provided to all and accepted (Appx 1) Discussion on: All agreed to remove projector needs from list until raised again	
F16/034 034.1 034.2 034.3 034.4 034.5 034.6	TO RECEIVE AND REVIEW <u>Finance Report Half Yearly (Appx 2)</u> Narrative contained in Clerk's Report noted Noted income 111.25% of budget Noted expenditure 92.92% of budget. Accepted following discussion on: - Pension figures – included employees contributions - Vandalism at Recreation Ground – cost approaching £2,000. Agreed to raise awareness through newsletter <u>Clerk's Report (Appx 3)</u> Noted and accepted All agreed to alter <u>Investment Policy</u> from "No individual holding should be more than 40% of reserves" to "No individual holding should be more than 50% of reserves at any one time" <u>Council Award Scheme</u> Parish Council had been awarded Foundation Level. No plans to apply for the Quality Award <u>External Auditor Report</u> unqualified report received, noting two advisory notes <u>Risk Management Plan Review</u> Draft prepared by Clerk reviewed with addition of item covering S106 payments, agreed to recommend to Full Council as amended <u>Effectiveness of Internal Audit and Internal Controls (Appx 4)</u> Review accepted. <u>Standing Orders and Financial Regulations</u> under review by Chair of FLA and Clerk/RFO. To be emailed round prior to presentation to Full Council in November. Noted other policies reviewed and accepted at September Full Council	Full Council DWP Full Council
F16/035 035.1 035.2	OTHER MATTERS <u>Public Work Loans Board</u> options for future treatment outlined. Report on details of early repayment – v – additional borrowing and limits to be made available for next meeting <u>Project Proposals</u> Clerk's Report (Appx 3) detailed issues for discussion. Following full discussion on current practices and inadequacies of these, the County Council Innovation Fund (start-up funding only) coming forward during 2016, and ways of calculating social return on investments, agreed Cllrs Ing and Payne be delegated to work with the Clerk to draw up a draft methodology of requirements statement	Next agenda BSI/DWP

035.3 035.4	<p>Noted:</p> <ul style="list-style-type: none"> - Lack of Council "Priorities and Aims" statement - No infinite supply of capital funds - Differing levels of uncertainty on decisions whether refurbishment or removal - All sinking funds currently held need sufficiency review - Committees need to work on realistic forecasts. Detailed 5 Year Plans and Capital schemes required if FLA are to be able to judge between schemes - Suggestion of a Community Services Committee made <p>Clarified for schemes known to be coming forward by end of 2016:</p> <p><u>Homefield Park Estate Railings</u> already agreed at Full Council and order made</p> <p><u>Mental Health Champion</u> 2 year funding packing from 17-18. Presentation to Full Council October, for decision on funding November</p> <p><u>MUGA Refurbishment</u> currently out to tender. Business Plan being prepared. FLA agenda presentation item 5th December, extra ordinary meeting to be called after that meeting for Full Council decision</p> <p><u>Process for Precept Calculations</u> Noting Standing Orders and Financial Regulations, agreed all Committee and individual precept bids required by FLA 5th December, including Environment in draft form as not meeting until 6th December. Cllr Payne to initiate budget consultation questionnaire 6th December. Noted FLA precept meeting scheduled for 9th January 2017</p> <p><u>Referenda Principles Consultation</u> Covered the proposed "capping" of larger Parish Councils. FLA Chair and Clerk delegated to respond</p>	<p>Full Council Oct and Nov Next meeting Full Council Dec</p> <p>DWP</p> <p>DWP</p>
F16/036	<p>DATE OF NEXT MEETING</p> <p>Next scheduled meeting Monday 5th December 2016</p>	
F16/037	<p>How to communicate meeting discussions/decision and to request items for next agenda(s):</p> <p>No website article required</p> <p>Next Agenda:</p> <ul style="list-style-type: none"> - Budget consultation questionnaire - MUGA Refurbishment - Early Precept Indications and agreement for process for reporting to FLA 9th January 2017 	
	<p>Meeting Closed: 9:05pm</p> <p>Appendices Attached:</p> <p>Appendix 1: Action List</p> <p>Appendix 2: Finance report Half yearly</p> <p>Appendix 3: Clerk's Report</p> <p>Appendix 4: Effectiveness of Internal Audit and Internal Controls</p>	