Finance, Legal and Administration Committee Minutes

Membership: 5 + 2   **Quorum: 3**   **Appendices: 2**

Agenda No:		
	Present: **Cllrs**: Denis Payne (Chairman), Andy Butcher, Ashley Gordon, Brian Ing, Edd Stonham Clerk: Angela Young; RFO: Lynda Marsh	
F16/010	**TO ELECT CHAIRMAN FOR 2016-17** Proposed Cllr Ing, seconded Cllr Gordon, all in favour and **AGREED** to elect Cllr Denis Payne	
F16/011	**TO RECEIVE APOLOGIES FOR ABSENCE** Cllr Davies (personal), Cllr Jenkins (County Council business)	
F16/012	**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	
F16/013	**PUBLIC PARTICIPATION** No public present	
F16/014	**APPROVE MINUTES OF THE MEETING HELD 11th April 2016** All **agreed** Chairman to sign minutes as a true record	
F16//015 015.1	**MATTERS ARISING – from recent meetings** Action List provided to all and accepted **(Appx 1)** Discussion on: 4 Action Plan reports now to be posted on website Working Together issues now reported at Full Council, remove from list	
F16/016 016.1 016.2 016.3 016.4 016.5 016.6 016.7	**TO RECEIVE AND REVIEW** **Terms of Reference** Agreed no change required. Clarification of meaning of "oversee" in this context to be sought. Full Council June 2016 **Clerk's Report (Appx 2)** Accepted. Additional discussion on: CCLA Property Bond account Future agenda. Orchard Park Community Council report on good return. An approved investment for a Parish Council, discussion on possible long term investment of £150,000 which would need Financial Advisor support Rainbow Saver local branch now closed and membership fee to be introduced. **Agreed** to close account and move card facility for youth worker to Unity Bank **Finance Report Quarter 1** No unexpected overspend identified. **Agreed** to hold a special meeting immediately prior to the July Full Council to review finances to end of June **Budget deliverables and timetable** FLA budgets largely depend on set costs at set times. **Agreed** to look at Training budget spend and organise a Councillor refresher course **Internal Audit –** report to Committee members noted; Effectiveness of Internal Audit had been reviewed by FLA Committee in October 2015, Full Council would be asked to accept that review June 2016; scope yet to be set. Issue surrounding legality of decisions raised – noted the need to install better discipline into agenda papers **Council's position on Transparency Code** – Consultation runs until 8 July. Clerk **delegated** to respond, working with Committee Chair, particularly stating the belief that the entry point to the scheme at £200,000 is too low **Process for agreement of Financial Regulations and Standing Orders review for Full Council** – based on discussions at the meeting, **delegated** to Clerk to work with Chair to bring forward recommendations for acceptance at Full Council July 2016	**June Full Council** **Future agenda** **RFO** **June Full Council** **DWP** **DWP**

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016.8	**Clarification on exemption process for Financial Regulations** Clerk and Chair to include in the review a more generalised statement to cover exemption rules	**DWP**
F16/017	**OTHER MATTERS**	
017.1	Projector needs possible suitable specification identified at cost of approx. £400. **Agreed** Cllrs Stonham and Jenkins would work with Asst Clerk to prepare a full proposal for next FLA Committee, including screen for the community room Agreed invoice received for laptops and installation costs of £993 would come from general reserves	**JDJ/EWS**
017.2	Governance Issues Grouped Council status. Had been raised at Annual Parish Meeting. Members discussed and agreed to keep the matter under review, with any proposals coming to the new Parish Council starting in 2018 King's Meadow. Update on Wherry Housing office closure, noting loss of premises for meetings and Christmas tree site. The Working Party intends to continue to operate under local control. Support would be given on a continuing basis until the residents expressed a desire for becoming a separate parish	
017.3	ELAS – Health & Safety support noted details of package available to Parish Councils. **Agreed** to discuss at Precept time at end of year, to identify need and funding opportunities for any need	
F16/018	**DATE OF NEXT MEETING** Next scheduled meeting **Monday 18th July** (short meeting), then **Monday 10th October 2016**	
F16/019	**How to communicate meeting discussions/decision and to request items for next agenda(s):** No website article required	
	Meeting Closed: 9 p.m. **Appendices Attached:** **Appendix 1: Action List** **Appendix 2: Clerks Report**	

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