

**Minutes of the meeting of the Finance and Governance Committee held at the Community Centre,
Eskdale Road, Stoke Mandeville on Tuesday 11th February 2020**

PRESENT: Cllrs G Stewart (Chair), R Butler, A Clark, K Gomm and P Wood.
Cllr J Robinson was also in attendance.

Clerk: Tony Skeggs

Residents: None.

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| F20/01 | APOLOGIES – Apologies were received and accepted from Cllrs J Hunt and S Kirve. | |
| | OPEN FORUM FOR RESIDENTS – There were no residents present. | |
| F20/02 | DECLARATION OF INTEREST – There were no new declarations of interest. | |
| F20/03 | MINUTES OF PREVIOUS MEETING The minutes of the Finance and Governance Committee meeting held on 12 th November 2019 were agreed as an accurate record and duly signed by the Chairman. | |
| F20/04 | COUNCIL POLICIES a) The current list of council policies had been circulated. The list indicated that some needed reviewing / updating and that a more standardised approach may be beneficial. Cllr Stewart suggested that he work with the clerk to review/update all the policies. Once the policies had been reviewed by the committee, they would be presented to the parish council. This was AGREED . b) It was proposed, seconded and unanimously AGREED that the following amendments (in red italics) be made to sections 3.1 Annual Estimates and 4.1 c) Budgetary Control of the Financial Regulations - 3.1 – by no later than <i>November</i> , 4.1 – This authority is to be determined by: <ul style="list-style-type: none"> • the Council for all items over <i>£5,000</i>, with the exception of 4.5 below: • the Clerk in conjunction with Chairman of the Council, or Chairman of the relevant Committee for budgets devolved to that committee, for any items over <i>£500</i> and below <i>£5,000</i>. • The clerk, for any items below <i>£500</i>. | Cllr Stewart |
| F20/05 | STOKE MANDEVILLE and OTHER PARISHES CHARITY A letter from the Stoke Mandeville and Other Parishes Charity, which indicated that they were reviewing the annual grant, was considered. It was AGREED that the parish council should write back providing more detail for each element of the grant request and that it should highlight that the parish council had already set its 2020/21 budget based on receiving a grant. The grant bid of £15,500 was made up of £7,000 Grounds Maintenance, £5,000 Playing Field Grass Cutting, £2,200 Dog Bin Emptying, £800 Flower Bed Maintenance and £500 Play Around the Parishes. | Clerk |
| F20/06 | RISK The current Risk Register was circulated. Cllr Stewart proposed that he take the register away and review the content and bring it up to date, in conjunction the other committee chairmen. He suggested use of a new template. This was seconded and AGREED . It was suggested that risks around Reputation and Engagement needed to be included. | Cllr Stewart |
| F20/07 | ACCEPTABLE USE POLICY FOR IT EQUIPMENT A draft “Acceptable Use Policy for IT Equipment” was circulated for consideration. Cllr Clark highlighted some omissions that needed to be included. He would provide the clerk | Cllr Clark |

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| | with the necessary wording. It was AGREED to accept the policy subject to the points raised being included. | |
| F20/08 | <p>ASSET REGISTER</p> <p>The asset register was circulated for NOTING as it needed to be reviewed each year and formed part of the internal audit process. The register would be updated as at the 31st March. Cllr Clark asked about the valuation method, purchase price versus replacement cost. The clerk would check the regulations. There was a need to check and value all the small pockets of land that the parish council owned.</p> | Clerk |
| F20/09 | <p>PROJECT MANAGER</p> <p>It was AGREED that employing a project manager was a good idea in principle but that a plan of the parish council's future aims, and projects needed to be formulated beforehand. It was proposed, seconded and AGREED that the committee recommend to the Parish Council that it employs a consultant to formulate a Strategic Plan for the Council. The scope to be determine by the Finance and Governance committee.</p> | |
| F20/10 | <p>SECTION 106 CONTRIBUTIONS</p> <p>The current position of S.106 funds was noted. How the scheme would work under the new unitary council was discussed as there were two differing schemes, s.106 and CIL currently in operation. There was a need to formulate plans to spend the funds before the deadlines. As the criteria for use of the funds set by AVDC was so restrictive compared to other parts of the country, it was proposed, seconded and AGREED that the committee recommend to the Parish Council that Bell Cornwell be asked to give an opinion on the national S.106 regulations.</p> | |
| F20/11 | <p>POINTS OF INFORMATION</p> <ul style="list-style-type: none"> • Cllr Clark gave an update on the Neighbourhood Plan. • Cllr Robinson asked had the council enquired about the Village Hall and Green Community Funds being advertised by AVDC. | |
| F20/12 | <p>DATE OF NEXT MEETING</p> <p>The date of the next meeting to be Tuesday 9th June 2020.</p> | |

The meeting closed at 8.55pm.

Signed: _____

Date: 11th February 2020

Action List

| Date | Minute | Action | By Whom | Situation |
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| 11 Feb 20 | 20/04 | Review of parish council policies. | Cllr Stewart | |
| 11 Feb 20 | 20/05 | Respond to SM&OPC letter. | Clerk | In Progress |
| 11 Feb 20 | 20/06 | Review of parish council risk register. | Cllr Stewart | |
| 11 Feb 20 | 20/07 | Provide Acceptable Use Policy information. | Cllr Clark | |
| 11 Feb 20 | 20/08 | Check basis of building valuation for asset register. | Clerk | |