

**Minutes of the meeting of the Finance and Governance Committee held remotely
via video link on Tuesday 9th June 2020**

The chairman reminded everyone that the meeting was being recorded.

PRESENT: Cllrs G Stewart (Chair), R Butler, A Clark, J Hunt, S Kirve and P Wood.

Clerk: Tony Skeggs

Residents: None.

F20/13	ELECTION OF CHAIRMAN – It was proposed by Cllr Hunt and seconded by Cllr Clark that Cllr Stewart be elected as Chairman. This was unanimously AGREED .	
F20/14	APOLOGIES – There were no apologies.	
F20/15	DECLARATION OF INTEREST – There were no new declarations of interest.	
F20/16	MINUTES OF PREVIOUS MEETING The minutes of the Finance and Governance Committee meeting held on 11 th February 2020 were agreed as an accurate record and duly signed by the Chairman.	
F20/17	INTERNAL AUDIT REPORT FOR 2019/20 a) The internal audit report was considered by the meeting. It was NOTED that a negative response had been issued for Control Objective C due to no formal review of the Risk Register. This is covered later in the minutes. It was AGREED that the meeting was happy with the report and that Full Council be asked to accept the audit findings. b) The internal audit observations report was considered, along with the comments of the clerk. The observations related to council policies, risk register and bank reconciliations. The observation report was NOTED .	
F20/18	COUNCIL POLICIES a) Updated Financial Regulations were considered by the committee and it was AGREED that they be recommended to Full Council for adoption. b) A redrafted “Travel Expenses” policy was considered by the committee. It was asked to consider the content and the new format which, if acceptable, would form the template for all council policies. There were no proposed changes to the content and the new format was AGREED . c) A draft “Remote Meetings – Code of Conduct” was considered by the committee. Following a review of the content some amendments were suggested and AGREED . It was also proposed that the document be split into two documents, a Code of Conduct document, and a Meeting Procedure document. This was AGREED . d) The Chairman gave an update on his review of the Risk Register. He had revamped the document into a new format and had identified some risks that needed to be included. He suggested that the top five risks could be identified as part of the revamp. It was proposed to have a Register of Policies that clearly identified a review date for each policy; some may be annually, others every two years etc depending upon the need.	Clerk
F20/19	ASSET REGISTER a) The asset register was circulated for NOTING . Although it had been reviewed in February, the register had been updated to register the purchase of staff and councillor laptops. It was AGREED that the Asset Register be recommended to Full Council for adoption. b) The internal audit report recommended that the assets should be physically verified on a regular basis. The clerk reported that the Hawkslade, Stoke Grange and Stoke Leys wards had been done in 2018, with the Village ward in 2019. It was proposed,	Clerk

	seconded and AGREED that an area be allocated to councillors for them to carry out a physical verification.	
F20/20	SCHEME OF ALLOWANCES The committee considered an Independent Remuneration Panel report on Town and Parish Council allowances from Buckinghamshire Council. The current allowance was £200 per annum. It was proposed, seconded, and AGREED to recommend to Full Council that the Council adopts the rate of £325 per annum as set out in the Independent Remuneration Report.	
F20/21	2020/21 ANNUAL BUDGET The annual budget for 2020/21 was tabled for information. After some discussion on the report format, the budget was NOTED . A question was asked as to when election costs would be incurred, would they be before the election or after. The clerk replied that the costs would be billed to the parish council after the election in May 2021.	
F20/22	TWO AREAS OF OPEN SPACE IN HAWKSLADE The parish council had been made aware that two areas of open space within the Hawkslade ward were being offered for sale by auction. Whilst the two areas had no vehicular access and were not large enough for development, it was felt that the parish council should try to purchase the land in order to protect the open space for the residents of Hawkslade. It was proposed by Cllr Butler, seconded by Cllr Wood it be recommended to Full Council that the parish council should bid to purchase the land. This was AGREED . It was then proposed by Cllr Kirve, seconded by Cllr Butler that the maximum bid should not exceed £5,000. This was AGREED . The clerk was to contact the auctioneer to discuss the process.	Clerk
F20/23	DATE OF NEXT MEETING The next scheduled meeting was the 13 th October, but the Chairman suggested that there was a need for a meeting before then, so it was AGREED that a meeting be held on Tuesday 18 th August 2020.	

The meeting closed at 8.45pm.

Signed: _____

Date: 18th August 2020

Action List

Date	Minute	Action	By Whom	Situation
11 Feb 20	20/04	Review of parish council policies.	Cllr Stewart	In Progress
11 Feb 20	20/06	Review of parish council risk register.	Cllr Stewart	In Progress
9 June 20	20/18c	Prepare separate Remote Working policy and Meeting Procedure document	Clerk	
9 June 20	20/19b	Prepare asset location maps for councillors.	Clerk	
9 June 20	20/22	Contact auctioneer for auction process.	Clerk	Completed