

WYTHALL PARISH COUNCIL

FINANCE POLICY & RESOURCES COMMITTEE

Minutes of Meeting held on Thursday, 7th June 2018 at Council Office at 7.30.p.m.

PRESENT: Councillor Mrs.S.Baxter Chairman
 Councillor D.Bibbings
 Councillor Miss H.Cleaver
 Councillor Mrs.S.Hession
 Councillor S.Peters
 Councillor Mrs.D.Taylor
 Councillor L.Turner
 Miss P.A.Harrison Executive Officer

Also in attendance was Mr.Robert Wood, Internal Auditor, to speak to the Annual Return 2017/2018.

Prior to opening the Meeting the Chairman stated she would be invoking SO 10(a)(xi) at the end of the Agenda due to the confidential nature of the business to be discussed (item 14 refers).

1. **APOLOGIES:** No apologies received from Cllr.Rattigan.
2. **ELECTION OF VICE CHAIRMAN:** Cllr.Bibbings was duly elected.

At this point the Chairman suspended SO 10(a)(x1) for the above reason.

MR.ROBERT WOOD, INTERNAL AUDITOR:

He reported that everything had gone well with the completion of the Annual Return 2017/2018 and his Report was presented for inclusion within the Return.

One suggestion he put forward was that Council's budgeting has scope for being a little more flexible suggesting that the budgets could be reviewed during the year. Budgets should be adjusted as and when considered viable He suggested current budgets be reviewed at the half year stage (also as above throughout the year) but definitely when agreeing next financial year's budgets.

The Chairman thanked Robert for carrying out the work of the Internal Auditor so efficiently.

The Chairman reinstated Standing Orders.

The Executive Officer had raised Cllr.Footman's query with the Internal Auditor regarding the reference to "stock" on the Accounts. The response was that any stock held by the Parish Council has no material value.

It was agreed to present the Annual Return 2017/2018 to Full Council for completion of Page 4 and signature of the Chairman and Responsible Financial Officer.

ATTACHMENT 1

ACTION: Take to Full Council.

3(a) **DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS:**

None.

(b) **DECLARATIONS OF OTHER DISCLOSABLE INTERESTS:**

Cllr.Mrs.Baxter) Wythall Community Association Trustee/Member

Cllr.Miss Cleaver)

Cllr.Mrs.Hession)

Cllr.Turner)

All above have a dispensation.

Cllr.Mrs.Taylor Chairman's Allowance/cheque list Chairman

Cllr.Turner BDC/Consultation – Gambling Act Member of Licensing Cttee/BDC

4. **CONSULTATIONS/RESPONSES/DEVELOPMENT BRIEFINGS ETC:**

(a) NALC Chief Executive's Bulletins 4th May; 11th May; 21st-25th May.
Noted.

(b) NALC PRO7-18 – Community Governance Review Guidance Update
Noted.

(c) NALC 106-18 – Data Protection Legislation for Public Authorities
Noted

(d) BDC Consultation – Gambling Act 2005:
Draft Revised Statement of Principles 2019-2022
Closing Date 27th July 2018.
It was agreed this document would be reviewed by Cllr.Turner and Cllr.Peters once it had been discussed at BDC and they would then make a recommendation to the next Finance Meeting.
All Councillors had been sent a copy of the documentation and the link to BDC.

5. **CORRESPONCE:** None.

6. **FINANCE:**

(a) Community Services Committee:
No matters brought forward from the Meeting held on the 6th June 2018.

(b) Bank/Budgets: Figures in respect of May 2018 were presented for ratification at Full Council.

ACTION: Take to Full Council.

(c) Grant Requests/Subscriptions etc:

(i) Wythall Community Association:
The Committee considered at length further supporting documentation as requesting relating to an application dated 6th February 2018 from the Treasurer of the Association seeking financial help, unaudited Accounts supplied, and it was agreed to recommend to Full Council that a grant of £12,000 be awarded to assist with maintenance of the Park, i.e.

mowing; toilets etc. and the emptying of dog bins, at the same time advising the Association that the Parish Council will need evidence that the Recovery Plan is working before any further grants will be considered.

ATTACHMENT 2

ACTION Take recommendation to Full Council.

- (d) **Presentation of schedule of Invoices for payment in June 2018:**
To be ratified at Full Council.

ACTION: All above for ratification.

- (e) **Bank Transfer:**
It was agreed to recommend to Full Council a transfer from the Current Account of £20,000 to the CCLA Investment Account be made.

ACTION: Seek retrospective ratification at Full Council.

- (f) **Chairman's Allowance:**
Cllr.Mrs.Baxter's report was presented for the period 2017/2018 and duly noted.

ACTION: Ratify at Full Council.

ATTACHMENT 3

- (g) **37 Silver Street(former Parish Office):**
The Executive Officer reported that, having sought authority from the Chairman of the Council and Finance Chairman, she had authorized urgent repairs be carried out to the flat roof at the front of the building at a cost of £450 plus VAT. (Cost Centre 109)

ACTION: Report to Full Council.

7. **GDPR:**

- (a) **DATA RETENTION/MANAGEMENT POLICY:**
It was agreed to take this to Full Council for adoption.
- (b) **DATA PROTECTION POLICY:**
It was agreed to take this to Full Council for adoption
- (c) **DATA PROTECTION/PRIVACY NOTICE**
It was agreed to take this to Full Council for adoption

ACTION: As above.

ATTACHMENTS 4/5/6

8. **REVIEW OF TERMS OF REFERENCE FOR COMMITTEES ETC**

Cllr.Footman had reviewed the Terms of Reference in respect of Committees and the Committee noted the following:

- (a) **Community Services:** No amendments recommended in respect of Standing Orders but under Terms of Reference he suggested after the word Parish "and

where an issue is outside the jurisdiction of the Council and where appropriate, ensure that the relevant principal authority is advised”.

- (b) Personnel Committee: No amendments to Standing Orders but a change to Terms of Reference as follows:
Handling of Staff Matters: suggest – “to receive written recommendations from the Chairman or Vice Chairman of the Council following their post years’ work performance and annual appraisal of the Executive Officer. The EO will conduct an annual appraisal and work performance of other staff members and submit a written report to the Chairman of the Council and Chairman of the Personnel Committee”
- (c) Finance Policy & Resources Committee:
 Standing Orders alright.
 Cllr.Footman had put forward some suggestions as to whether or not the Risk & Governance Sub-Committee should continue but the Risk Management should be reviewed monthly rather than assessed on an annual basis.
 The Committee considered these suggestions but agreed that they would prefer to retain the Risk Committee element of this Sub-Committee, renaming it the Risk Sub-Committee, bearing in mind the length of Finance Meetings would be greatly extended if the Agenda included a full review of the Risk Register. The Committee considered that the Terms of Reference for the Finance Policy and Resources Committee should include reference to Risk Management & Governance.
- (d) Planning Committee:
 Only one change recommended – (e) These delegated powers to be renewed at the Annual Meeting of the Parish Council!

ACTION: Take to Full Council for ratification.

9. **NEIGHBOURHOOD PLAN:** Several fairly local Parishes had now completed their Plans – these can be viewed on line, i.e. Henley-in Arden.
10. **ACTION PLAN:** Update ongoing.
11. **BATTLES OVER – 11th November 2018:** Ongoing.
12. **PUBLIC FORUM:** It was agreed to suggest to Full Council that a Parish Council “open” day or weekend should be staged, possibly September when Budgets 2019/20 were being assessed) at the Village Hall, Park Hall or The Hub. This would part of “engaging with the public”.

ACTION: Discuss at Full Council.

13. **ITEMS FOR NOTING ONLY:** Nothing to report.

Chairman invoked SO 10(a)(x1)

14. Acquisition of land for new Cemetery: The EO gave an update as to the latest situation and it was agreed that any further work on a new Cemetery be put on hold and investment opportunities should be readdressed.

The Chairman reinstated Standing Orders.

15. **DATE OF NEXT MEETING:** Wednesday, 11th July 2018 at 7.30.pm.

The Meeting closed at 8.49 pm.