

## Finance & Governance Sub- Committee

Notes of Meeting held on Tuesday 13 February 2018 @ 10.00 in the Pavilion

### Present;

Colin Hillary CH, Amanda Hopgood AH, Parish Clerk DT

- 1 **Apologies;** Clive Beddoes CB
- 2 **Items arising from last meeting**
  - a. General –
    - i. Provision of Fire Proof filing cabinet. CB advises that a fireproof cabinet would cost £700 and a fire-proof box £50. Decision to be deferred for further advice/explanation of why needed.
    - ii. Premises licence. Agreed not needed.
  - b. Policies and Procedures approved by full Council
    - i. Grievance & Disciplinary
    - ii. Social Media Policy / Website Policy
    - iii. Corporate Risk Assessment OK Subject to Internet banking being implemented. External Auditor advised Clerk to input accounts to be paid and that nominated members of the Finance Committee approve payments. This can be any number Council require. At present 3 signatures needed on a cheque.  
Clerk to progress with setting up an account to go live at the beginning of the next financial year. **CLERK**  
Council to determine how many approvers and who. Suggest any 3 of 5 nominated. **COUNCIL**
    - iv. Fire Procedure
  - c. Policies and Procedures in preparation
    - i. Risk Assessment Policy – proformas provided by AH for consideration. CH to circulate to sub-committee members **CH**
    - ii. Asbestos Management Plan  
Omega Consulting have offered to prepare for £75+vat. Clerk to write to accept. **CH** to prepare letter **CLERK**  
Needs a named competent person to keep an eye on things on a regular basis. This needs to be Green-keeper as he is present on a daily basis. He needs to have a backup. Price includes necessary training in what to look for.

iii. Review of Finance Policy As part of this an external Auditor has reviewed the Parish Council Corporate Governance arrangements including Finance.

An Action Plan was produced and this is appended.

**Proposal for Full Council to note and refer back to sub-committee for action**

d. Policies identified as necessary but not yet addressed;

i. Lone working Policy an example provided by AH for consideration. CH to circulate to sub-committee members  
**CH**

ii. Accident procedure

iii. Meetings Policy CH to circulate an example for consideration  
**CH**

iv. Risk Assessment Policy

v. GDPR / CCTV Policy; AH to investigate if County are preparing a policy that Parish could adopt **AH**

AH to check County Council Policies for vi, vii, viii below **AH**

vi. Fraud & Corruption

vii. Gifts & Hospitality

viii. Confidential Reporting Code

e. Hire Fees

i. Discussion with clubs

Letters to prepared explaining works to the roof and its implications. To include details of future hire fee arrangements. CH to draft for Clerk to top and tail on Parish headed paper and Chair to sign. To include following details; Will not apply until season 2019 as a gesture of goodwill and because of disruption of roof works.

- £500 / year for each senior Football team. Junior teams will charged consistant with junior charges elsewhere in the area.
- £600 / year for Bowling Club

To be emphasised that these charges are still at a heavily subsidised rate

**CH**

f. Pavilion Hire

i. Hire agreement (considered part of B&G sub-committee busines) No discussion here

### 3 Roof

a. Tender docs Preparation underway by Milbank Architects

b. Inclusion of

i. Solar tiles – decision at Feb full council me is these will not be included.

ii. External lighting to access road (timing)

Will be included in tender docs as an option. Will probably need planning permission

c. Funding – progress. AAP £10K applied for – decision expected before next meeting. AH expressed confidence in other funding sources being pursued by Cllr Wilkes

#### **4 Other Projects – non-urgent**

a. 5-a-side Football area flood-lighting

Included in Roof tender as an option. Will definitely need planning permission

b. Recommendations by Fire Officer

- An Emergency Plan - Done
- Barrel lock in the kitchen door is replaced with a ‘thumb turn’ lock Fire Exit sign above it. Clerk to organise

**CLERK**

#### **5 Annual accounts – Audit provisions**

**Update by Clerk – approved by Full Council. See section 2ciii of these notes**

#### **6 Next meeting**

Tuesday 20 March 2018 @ 10am Pavilion