

## Finance & Governance Sub- Committee

Notes of Meeting held on Tuesday 10 April 2018 @ 11.15 in the Pavilion

### **Present;**

Colin Hillary CH, Peter Dawson PD, Amanda Hopgood AH, Mamie Simmons MS, Karon Willis (KW), Parish Clerk DT

a **Apologies;** , Clive Beddoes CB

b **Items arising from last meeting**

a. **Policies and Procedures approved by full Council**

i. Internet Banking; beginning of May

1. Clerk to input accounts to be paid
2. Councillors on the Finance & Governance Committee to be nominated as Approvers
3. Any Two to approve transactions

ii. Risk Assessment Policy

1. General Policy
2. Table of possible risks

b. **Policies and Procedures in preparation**

i. Asbestos Management Plan

ii. Review of Finance & Governance Policy

- ❖ Financial regulations and Standing orders – to be reviewed at Council Annual Meeting in May. Establishment of sub-committees to be included in document. **Clerk**
- ❖ Council Policies - Parish Clerk to determine which policies are mandatory and produce a timetable for production. **Clerk**
- ❖ News Dissemination
  - Newsletter – prepared and ready to go to print. Clerk reviewing distribution options **Clerk**
  - Webpage - Updating underway **PD**
- ❖ Fraud control
  - Anti-fraud & corruption policy
  - Confidential reporting code
  - Data Protection
  - Gifts & hospitality

Cllr Hopgood has requested County Council for sight of their Policies with a view to adopting. **AH**

iii. **GDPR / CCTV Policy;**

- AH has enquired if County are preparing policies that Parish could adopt. None as yet.
- The County Training Partnership is providing a further GDPR training course in Committee Room 2, County Hall, Durham DH1 5UL on 25 April. This session is aimed for the smaller councils who hold limited personal data and have one or two employees. Cllr Dawson has agreed to attend and report back. **PD**
- Clerk still investigating possibility of contributing to a County “Data Controller” to comply with GDPR. County Council have made no decision yet. **Clerk**

iv. Draft copies of the following Policies and Procedures have been circulated to committee members for comment; **Committee**

- Accident procedure
- Code of Member Conduct
- Complaints Procedure
- Lone working Policy

c **Roof**

- ❖ Tender returns due Friday 20 April 2018, to remain open for 13 weeks thereafter for acceptance. (20 July)
- ❖ Planning and Building Regs approval due by 22 May. Discussion – Criteria for Tender acceptance. How to score individual tenders. Price will not necessarily be the only criteria. CH to propose criteria and circulate for comment **CH**
- ❖ Funding – progress. AAP £10K approved. £10K pledged from reserves.

Cllr Wilkes has expressed confidence at Full Council meetings in other funding sources being pursued Such as Sport England. Application is however dependant on known costs. Submission is therefore of necessity post Tender opening **MW**

AH advised that the back up to any shortfall was to seek Section 106 monies available to Framwellgate Moor and Councillors neighbourhood funding. It was agreed AH should submit an application for S106 money immediately. If other funding becomes available then the S106 funding will not be taken up. **AH**

**d Other Projects – non-urgent**

**a. Recommendations by Fire Officer**

- Barrel lock in the kitchen door being replaced today with a ‘thumb turn’ lock. **PMN**; Complete
- Fire Exit sign above it is outstanding **Clerk**

**e Subjects for future discussion**

- a. Risk Assessment - Table of possible risks to be reviewed to populate actions, responsibilities and timetable.
- b. Review items below to decide if required;
  - i. Community engagement policy
  - ii. Complaints procedure
  - iii. Dignity at Work – Bullying & Harassment Policy
  - iv. Expenses Policy
  - v. Grant application procedure
  - vi. Grants Policy
  - vii. Remuneration Policy
  - viii. Sickness Policy
  - ix. Training Policy

**f AOB**; The clerk was requested to prepare a list of contracts and agreements for services for which we pay. Similar to a Service Level Agreement list with annual costs. **Clerk**

**g Next Meeting**

- ❖ Tender review meeting; Tuesday 1 May 2018 @ 10.00 am Pavilion
- ❖ Sub-committee meeting Tuesday 22 May 2018 @ 10.00 am Pavilion