

Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of a meeting of **NORMANDY PARISH COUNCIL FINANCE & GOVERNANCE COMMITTEE** held at Normandy Cricket Club, Hunts Hill Road on **THURSDAY 15 JULY 2021** at 7.40 pm.

Committee Members present Cllrs Tony Coomber, Paul Howarth, Bob Hutton and Pat Tugwell
Non-committee members present Andy Beams (Locum Clerk),

FG-01 APOLOGIES

RESOLVED: Apologies were received and approved from Cllr Ben Pryke.

FG-02 ELECTION OF CHAIRMAN

RESOLVED: Cllr Tony Coomber was unanimously elected as Chairman.

FG-03 ELECTION OF VICE-CHAIRMAN

RESOLVED: Cllr Bob Hutton was unanimously elected as Vice-Chairman.

FG-04 DECLARATIONS OF INTEREST

None.

FG-05 MINUTES OF PREVIOUS MEETING

RESOLVED: The minutes of the Finance & Administration Committee meeting held on 29 April 2021 were adopted as a true record.

FG-06 QUESTIONS FROM THE PUBLIC

None.

FG-07 TERMS OF REFERENCE

The Locum Clerk had circulated draft terms of reference for the committee in advance of the meeting.

RESOLVED: The committee approved the draft terms of reference and recommend them to Council for approval.

FG-08 FINANCE MATTERS

The Locum Clerk led the committee through the listed financial matters. The financial timetable was noted, and next year's budget preparation will begin at the committee meeting in September.

The Locum Clerk confirmed that the previous year's accounts had been recreated from the bank statements, invoices and existing partially completed financial records. The records were now as complete as possible, and provided the information needed to complete the Annual Governance and Accountability Return (AGAR).

RESOLVED: The committee approved the AGAR Accounting Statement for presentation to Council for approval and subsequent submission to the external auditor.

The existing budget spreadsheet was circulated, and the Locum Clerk confirmed that now a confirmed start position for the year had been established, the budget information and transactions for the current year could be entered into the recently approved accounting system. The new system will be used to produce financial reports for future meetings.

Questions were raised over the existing telephone and mobile phone contracts and the Locum Clerk was asked to investigate these and cancel them if appropriate.

The Locum Clerk confirmed that the signatories on the accounts had now been changed, and he had access to the account information.

A question had been raised about a grant due to a community location, and the Locum Clerk confirmed the agreed budget included amounts allocated to several organisations in the village. There did not appear to be any grant application process or policy in place.

RESOLVED: That the amounts agreed in the budget are approved by Council for payment, and that a draft policy and application process is considered by the committee at its next meeting to put in place for next year.

The Locum Clerk reported that a list of existing contracts is being put together, and he thanked the councillors who has supported this process. The objective is to present this detailed list to the committee at the September meeting to assist with budget setting for next year.

The Locum Clerk confirmed the presence of a loan with the Public Works Loan Board (PWLb) which was originally taken out by the council in May 1999 for the Manor Fruit Farm development. The loan is repaid by direct debit every six months. The current outstanding balance of the loan is £77,726 and the final repayment is due in May 2025.

FG-09

GOVERNANCE

The Locum Clerk confirmed that the three key governance documents had all been updated and re-adopted by council in May 2021. Cllr Hutton confirmed that the most recent versions had been placed on the council website as part of the work being completed to bring the website up to date.

Members were reminded that the Human Resources Committee had adopted the Employee Handbook at its last meeting, and this contained policies relating to staffing and associated matters.

The Locum Clerk was asked to draw up a list of all policies the council may require, and this would then form a template for the adoption of future policies and used to develop a review cycle.

Cllr Hutton raised the issue of storage of documents as currently there were potentially different versions of documents circulating through various communication channels.

RESOLVED: It was agreed that the definitive version of any council document will be held by the Clerk and used as the reference material to ensure the website versions are up to date.

FG-10

MATTERS FOR INFORMATION OR FUTURE AGENDA ITEMS

Cllr Coomber raised the issue of the Parish Council shed on the land owned by the Royal British Legion and it was agreed to put this matter on the council agenda for discussion and agreement.

Cllr Hutton informed Members of a software tool which allowed Parish Council to map locations of assets and help with identifying various boundaries, watercourses, etc. There is a free trial period available with the software, and the Locum Clerk was asked to register for the free trial. Cllr Hutton offered to populate some information onto the maps to share with Members at the Council meeting before deciding on whether to purchase the mapping tool.

The Locum Clerk was asked to obtain more information about the property fund investment to allow a review of its effectiveness at the next committee meeting.

A review of the updated asset register will also be included as an agenda item for the next committee meeting.

There being no further business, the meeting ended at 9. 30pm.