

Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of a meeting of **NORMANDY PARISH COUNCIL FINANCE & GOVERNANCE COMMITTEE** held at the **ROYAL BRITISH LEGION HALL, GUILDFORD ROAD** on **THURSDAY 13 JULY 2023** at 7.00 pm.

Committee Members present

Cllrs Paul Chillman, Bob Hutton, Simon Schofield, Pat Tugwell and Jane Hill

Non-committee members present

Amanda Pick (Parish Clerk & RFO)

FG-01 COMMITTEE MATTERS

Cllr Chillman opened the meeting.

- (a) Cllr Chillman was proposed as the Committee Chairman by Cllr Hutton and seconded by Cllr Tugwell, all were in agreement. Cllr Chillman was duly elected.
- (b) Cllr Schofield was proposed as the Committee Vice Chair by Cllr Hutton and seconded by Cllr Hill, all were in agreement. Cllr Schofield was duly elected.
- (c) Members agreed to adopt the proposed Terms of Reference for the committee.

FG-02 APOLOGIES

Apologies were received and accepted from Councillor McLeod

FG-03 DECLARATIONS OF INTEREST

As Chairman of Normandy's Shop and Café, Councillor Hutton declared a non-pecuniary interest in FG-10, he would like to represent the shop at that stage of the meeting before he leaves for the discussion and the decision. Councillor Schofield declared a minor pecuniary as well as a non-pecuniary interest in FG-17.

FG-04 MINUTES OF PREVIOUS MEETING

RESOLVED: The minutes of the Finance & Governance Committee meeting held on 16 March 2023 were adopted as a true record.

FG-05 QUESTIONS FROM THE PUBLIC

The Shop and Café would like to make representation in relation to their grant application. It was agreed that this should be heard at the time of the discussion of FG-10.

FG-06 FINANCIAL REPORTS

The Parish Clerk/RFO had circulated the financial reports for Q1; 1 April to 30 June 2023, ahead of the meeting.

- (a) Payment List

RESOLVED: Members approved payments as listed for the above period. It was noted that there were 2 negative payments, on for £288 under cost code 4561 Brand Design and one of £264 from cost code 4410. The Clerk/RFO will come back to the committee with details of the payments.

- (b) Income and Expenditure

RESOLVED: Members noted the income and expenditure

- (c) Bank Reconciliations

RESOLVED: Members approved and signed the bank reconciliations

- (d) Ear Marked Reserves

RESOLVED: Members noted the EMRs, Cllr Schofield would like clarity on the difference in local authority regarding EMRs and provisions, he will investigate further and come back to the committee.

- (e) Summary and Receipts Payments

RESOLVED: Members noted the above.

FG-07**BUDGET 2023/24**

RESOLVED: Members discussed and agreed the budget timeline as follows:

September / October 2023

14 September Estates & Facilities

5 October Finance & Governance / HR / Events / Comms

Review of current budget (spending review, forecast the end of year) and forecast by committees

23 November 2023

Draft budget proposed at full council

04 January 2024

Draft budget review at F&G

11 January 2024

Ratification of budget at full council

FG-08**INTERNAL AUDIT**

Members discussed the action undertaken in relation to the comments made at the Internal Audit and noted the following:

1. The website should be reviewed as some of the minutes published on the website refer to draft minutes, although now approved.
RESOLVED: website updated
2. The minutes of the meeting held on the 20.10.22 refer to approving the minutes of the previous meeting held on the 22.9.22. The actual date should be 29.9.22.
RESOLVED: signed paper copy updated
3. Last year it was highlighted that a prior year PAYE payment had been overlooked and the Council owed HMRC £2,445.69, including interest. This underpayment still has not been paid. As of today, that amount is £2,580.72. This should be paid as soon as possible to avoid further interest accruing.
RESOLVED: payments now made
4. The employment status of the self-employed litter picker should be reviewed using HMRC's employment status tool.
RESOLVED: HMRC's 'Check Employment Status for Tax (CEST) tool' and IR35 check was conducted at the time of the contract start date and will be repeated this month
5. The new asset register remains a work in progress, and it was noted that insurance values need to be reviewed against the asset register – 23.2.23 min C-135 refers.
RESOLVED: review completed

Sections 1 & 2 of the 2021/22 AGAR are not published on the website but the notice of inspection rights is. The minutes refer to the dates set – 27.6.22 to 5.8.22 and agree to the published notice.

RESOLVED: Now published [Governance - Normandy Parish Council](#)

FG-09**POLICIES**

Members reviewed a number of policies

RESOLVED: Members agreed to adopt the policies with the following amends.....

- (a) Freedom Of Information Policy - Members made one amendment to have stated within the policy the statutory timescale of 20 working days, and readopted the policy
- (b) Grants awarding – Within the policy section 4.1(g) the maximum grant amount is normally up to £1k, but members would like to add that 'increased higher amounts will be considered when all other criteria are achieved'.
- (c) Investment and Banking policy – members made an amendment to section 8 and readopted the policy.
- (d) Internal Control Policy – it was agreed for the policy to be updated to reflect the current Financial Regulations and readopted.
- (e) Members' Allowances Policy – it was noted that this is not applicable to Normandy
- (f) Recording of Public Meetings Policy – change to statement (which is on every agenda)
- (g) Reserves Policy – members agreed there were no changes required readopted the policy

- (h) Risk Management Policy – A refreshed policy is in progress, further work still required including updating the aligned Risk Register.
- (i) CCTV policy – A refreshed policy is in progress. Further work to be undertaken in deciding who will have access the video recordings and be key holder. Also to be considered is how this fits in with our data protection framework.

FG-10 GRANTS

Members reviewed the grant request of £3,000 from Normandy Shop and Café. Councillor Hutton moved into the public gallery to address the Council as The Chair of the Shop and Café and addressed the committee on the grant request for external furniture.

20:19hrs Councillor Hill left the meeting to attend to a personal matter.

20:23hrs Councillor Hutton left the room whilst the remaining members of the committee debated the application.

20:29hrs Councillor Hutton was invited back in to the room to hear to resolution.

RESOLVED: based on the huge impact the facility is having and expected to have within the village, members agreed the full grant amount of £3,000.

FG-11 BANKING ARRANGEMENTS

To review progress and agree next steps on the Lloyds and Skipton accounts

RESOLVED: (a) Lloyds Bank - Councillors agreed to sign the mandate variation in order to update signatories' post-election to add Amanda Pick (RFO) and Cllr Simon Schofield, aswell as the current signatories Cllrs Paul Chillman and Bob Hutton. Councillors who have left will be removed. (b) Skipton Building Society; Members reconfirmed signatories' post-election so the new account can be opened. The signatories will be Amanda Pick (RFO) and Cllrs Simon Schofield, Paul Chillman and Bob Hutton.

FG-12 CCLA INVESTMENT

Signatories for the new civic year need updating. The interest rate on the CCLA has recently decreased significantly with volatility with a drop of 13 in the year to 31 March 2023, moreover there's been an increase in the notice period from 90 days to 6 months.

RESOLVED: The mandate must be signed to implement updates for this civic year with the new signatories. Once this has cleared members agreed to investigate withdrawing from CCLA and to seek other investment opportunities, noting the current interest rates within Skipton. Clerk to arrange a meeting with CCLA.

FG-13 VAT

It was noted that the RFO completes a section 33 (VAT reclaim) every 6 months. The committee would like a review the councils VAT position.

RESOLVED: Cllr Simon Schofield will complete this review ahead of next F&G meeting.

FG-14 ACCOUNTS SOFTWARE

Councillor Chillman proposed that we review the accounts software, this was seconded by Councillor Hutton. It was noted that if there was any move away from RBS that document retention would be considered.

RESOLVED: RFO and Cllr Chillman will review software packages and report back to the committee.

FG-15 MALWARE

A draft policy for councillors using their own devices and email was circulated ahead of the meeting.

RESOLVED: There is more work to be completed on this policy. Councillor Schofield will work on it with the Assistant Clerk for approval at the next meeting.

FG-16**INVENTORY OF THE KEYS AND PASSCODES**

There is currently no overall document which summarises access matters.

RESOLVED: Councillor Hutton and the Parish Clerk will prepare a document summarising these.

21:16hrs Councillor Schofield left the meeting for Councillors to debate FG-17

FG-17**CORPORATE GOVERNANCE AND STANDARDS COMMITTEE**

To review the personal statements for candidate for the borough's Corporate Governance and Standards Committee and agree the parishes preferred candidates.

20:29hrs Councillor Hutton returned to the room to hear to resolution.

RESOLVED: The Committee chose their three nominated Councillors from across the borough for the Normandy ballot paper, which included Cllr Schofield.

FG-18**MATTERS FOR INFORMATION AND/OR FUTURE AGENDA ITEMS**

Next meeting:

- i. A wider review on the Data Protection Act and how we comply
- ii. Risk, CCTV and Own Devices policies
- iii. Accounts software review
- iv. VAT review
- v. CCLA review
- vi. Budget review

There being no further business, the meeting ended at 21:25pm.