

STOKE MANDEVILLE PARISH COUNCIL

Clerk: Mrs Sarah Copley

Telephone: (01296) 613888

**Minutes of the meeting of the Finance and Governance Committee held at the Community Centre,
Eskdale Road, Stoke Mandeville on Thursday 12th February 2015**

PRESENT: Committee Members - Cllrs D Starr (Chairman), A Clark, R Swinney, J Hunt
Clerk: Sarah Copley

F15/1	APOLOGIES Cllr Clark was absent but apologies were received after the meeting.	
F15/2	DECLARATIONS OF INTEREST There were no declarations of interest.	
F15/3	MINUTES OF PREVIOUS MEETING The Minutes of the meeting on 25 th November 2014 were agreed and signed.	
F15/4	FINANCE REPORT FOR FINANCIAL YEAR 2014-15 The finance report was noted and discussed. The current projections showed a small surplus would remain at the end of the year. A number of improvements had been carried out using the Parish Improvement budget line: <ul style="list-style-type: none">• Four new noticeboards procured• Extensive tree and hedge pruning at the playing field• Application for speed limit reduction for Risborough Road and Lower Road• Three new benches for Hawkslade	
F15/5	COMMUNITY CENTRE GRANT The grant given each year to Community Centre was discussed. It was AGREED that in order to give sufficient notice to the Parish Council for budget considerations, SMVCA would be asked to submit their grant request by 30 th September each year. This would also provide benefit to SMVCA as they would receive the Council's decision in good time to help their budget planning. The Clerk would write to SMVCA.	Clerk
F15/6	FINANCIAL FORECAST Cllr Starr had produced a draft 5 year forecast for the Council which was discussed thoroughly. The forecast demonstrated the impact of the devolved services costs and other costs such as upgrading the street lights to LEDs. Cllr Starr and the Clerk would develop the forecast further before it would be put to the new Parish Council following the elections.	DS / Clerk
F15/7	VAT The Clerk provided a report on the recent VAT training course she had attended. There was one matter of concern relating to the burial fees charged by the Council and the Environment Committee would be asked to review the regulations and fees.	Env
F15/8	POLICIES The list of policies was reviewed along with a list provide in an article in the recent Clerk magazine. The Clerk would compile a new list of policies to include those in the magazine. The Finance and Governance Committee would discuss at their next meeting in June in order to make a recommendation to the July PC meeting which policies the Council should adopt.	Clerk

F15/9	RISK ASSESSMENT The draft risk assessment was discussed and it was agreed that a risk score would be assigned to each risk identified. JH, DS, RS and the Clerk would meet the first week in March to carry out this work.	All
F15/10	LOCAL COUNCIL AWARD SCHEME Details of the new scheme which replaced the Quality Council scheme had been circulated to all committee members. It was agreed that this would be reviewed in June once the new Council was in place as one criteria was to have two thirds elected members.	
F15/11	ANY OTHER ISSUES FOR INFORMATION The forthcoming elections were discussed, the Clerk would speak to BALC regarding materials that would be available for the newly elected councillors.	Clerk
F15/12	DATE OF NEXT MEETING The date of the next meeting would be 16 th June at 7.30pm.	

Signed: _____

Date: 7th July 2015