

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 18th July 2013**

PRESENT: Cllrs D Starr (Chairman), M Duncan, S Watson
Clerk: Sarah Copley

F13/11	ELECTION OF CHAIRMAN Cllr David Starr was unanimously elected as Chairman of the Committee for 2013-14.	
F13/12	APOLOGIES Apologies were received from Cllrs Clark, Hunt and Kennedy.	
F13/13	DECLARATIONS OF INTEREST There were no declarations of interest.	
F13/14	MINUTES OF PREVIOUS MEETING The minutes of the meeting on 18 th April 2013 were agreed as a true record and duly signed by the Chairman.	
F13/15	TERMS OF REFERENCE The terms of reference for the Committee were reviewed and amendments agreed. The updated terms of reference would be put to the Council on 10 th September.	
F13/16	FINANCIAL MANAGEMENT a) Spending review - The first quarter spend was reviewed against the budget and it was agreed that no virements to the budget were required at this time. The spend to date was broadly in the line with the budget and no concerns raised. It was considered that the Parish Improvement Fund should have a plan in place with expenditure for each item. b) External audit – the Clerk reported that Mazaars had contacted the council to query why the community centre value had been increased following the recent revaluation. Mazaars requested that the community centre was listed on the assets at the old valuation in future and the value of fixed assets should not be amended. c) Council's Reserves – it was agreed that Cllr Starr and the Clerk make the necessary arrangements to open deposit accounts as previously agreed by the full Council. The application forms would be completed and signed at the September Council meeting.	Clerk
F13/17	ASSET LIST It was noted that the asset audit had not yet been completed for the village and this item would need to be deferred until the audit was complete. The Clerk reported that the noticeboard on Dalesford Road had become unsafe and arrangements made to make the area safe by removing the board until a decision is made whether to repair or replace it. Cllr Watson suggested putting a branding the bus stop at Hampden Hall as being provided by the parish councils of Stoke Mandeville and Weston Turville. The Clerk would take this suggestion to the Environment Committee.	Clerk
F13/18	RISK ASSESSMENT The Council had sought advice from its insurers on the current risk assessment template. The insurers had sent through sample templates for the Council to use when reviewing their template. It was agreed to recommend that the template is reviewed when the Council	

	undergoes its risk assessment later in the year.	
F13/19	COUNCIL POLICIES The list of council policies was considered and it was agreed that the Equalities and Diversity Policy would be reviewed at the next meeting. It was agreed to recommend to the Council that policies are reviewed every three years.	
F13/20	WEBSITE The three quotations for the design and hosting of a content managed website were considered and it was agreed to recommend to the Council that the quote from Lushh Digital be accepted. The Clerk was asked to request two half day training sessions to be provided within the quote rather than one.	Clerk
F13/21	ANNUAL REPORT The provision of an annual report is a requirement for Quality Status. The Clerk was asked to produce a template for an annual report to be considered by the committee at their next meeting.	Clerk
F13/22	GENERAL POWER OF COMPETENCE It was noted that the Council meets the criteria to adopt the General Power of Competence as laid down in the Localism Act 2011 s1-8. It was agreed to recommend to the Council that they resolve to adopt the General Power of Competence.	
F13/23	DATE OF NEXT MEETING The date of the next meeting would be Thursday 17 th October 2013.	

Signed: _____

Date: 17th October 2013