

**STOKE MANDEVILLE PARISH COUNCIL**

*Clerk: Mrs Sarah Copley*

*Telephone: (01296) 613888*

**Minutes of the meeting of the Governance and Resources Committee held at the Community Centre,  
Eskdale Road, Stoke Mandeville on Tuesday 7<sup>th</sup> July 2015**

**PRESENT:** Committee Members - Cllrs D Starr (Chairman), R Swinney, J Hunt, P Wood  
Clerk: Sarah Copley

<b>F15/13</b>	<b>ELECTION OF CHAIRMAN</b> Cllr D Starr was unanimously elected as Chairman for 2015-16.	
<b>F15/14</b>	<b>APOLOGIES</b> Apologies were received from Cllr Butler and Cllr Clark.	
<b>F15/15</b>	<b>DECLARATIONS OF INTEREST</b> There were no declarations of interest.	
<b>F15/16</b>	<b>MINUTES OF PREVIOUS MEETING</b> The minutes of the Finance and Governance Committee meeting held on 12 <sup>th</sup> February were agreed and signed. The minutes of the Staffing Committee meeting held on 15 <sup>th</sup> January were agreed and signed.	
<b>F15/17</b>	<b>TITLE AND TERMS OF REFERENCE FOR THE COMMITTEE</b> It was unanimously agreed that the committee be renamed "Governance and Resources". The draft terms of reference were discussed, the clerk would update with suggestions made and they would be put to the full council for adoption.	Clerk
<b>F15/18</b>	<b>FINANCIAL MANAGEMENT</b> a) Internal Audit Report The report of the internal auditor addressed to the Chairman was noted and contents discussed. The recommendation for varying authority levels for bank signatories was discussed and councillors considered that the Council's internal controls were sufficient as the financial regulations state that cheques must be signed by two councillors. It was agreed that the Chairman respond to HASE to this effect. b) Asset Register The asset register was reviewed and confirmed that it included all property of the council. The Clerk would undertake an exercise to establish current replacement costs in order to ensure the insurance cover was still correct.	Clerk
<b>F15/19</b>	<b>2015-16 EXPENDITURE</b> a) <b>Review of first quarter expenditure</b> The report of the first quarter expenditure was noted and no concerns raised. b) <b>Funding arrangements for upgrade of street lights to LEDs</b> This item was discussed with the 5 year financial forecast. c) <b>Review of legal costs</b> The clerk produced a report of costs to date for the council's legal advice on two matters, being the title of the Community Centre and Playing Field and matters relating to allotment land. The former had been completed and the other case was still ongoing. The Clerk would keep the Council appraised of any further costs. d) <b>Consider upgrade of photocopier to a colour copier</b> The Clerk had requested a quote from the current photocopier supplier for a colour copier. The purchase and lease options were discussed and it was agreed to recommend	

	to the Council that the copier be upgraded to a colour one on lease basis at a cost of £315 per quarter.	
<b>F15/20</b>	<p><b>FINANCIAL FORECAST</b></p> <p>Cllr Starr talked through a draft 5 year forecast for the Council. The impact on the council's finances by upgrading all 240 street lights over a 4 year period was noted and it was agreed that the project may need to be extended over a longer time frame in order to ensure adequate reserves were kept to manage any unexpected large expenditure.</p> <p>The Committee <b>AGREED to recommend</b> to the Council that lights identified as being in urgent need of replacement were upgraded as soon as possible and to then consider two options – (1) replacing lights as and when lamps failed or (2) a managed programme of upgrade over a longer time period.</p> <p>It was noted that the Council could incur significant expenditure to return land to allotments. Accordingly it was considered that a working group of the council should be set up to explore the options and manage this project.</p>	
<b>F15/21</b>	<p><b>STAFFING MATTERS</b></p> <p>There were no matters raised under this item.</p>	
<b>F15/22</b>	<p><b>POLICIES</b></p> <p><b>a) Review list of policies</b> The list of policies was reviewed against the list provided in the SLCC Clerk magazine. Cllr Starr and the Clerk would review further to bring a list of recommended policies to the Council.</p> <p><b>b) Co-option Policy</b> The draft co-option policy was discussed and it was <b>AGREED to recommend</b> that the Council adopt it.</p>	DS/ Clerk
<b>F15/23</b>	<p><b>MEMBERS ALLOWANCE</b></p> <p>The correspondence from AVDC was noted and no issues raised to refer to the Remuneration Panel.</p>	
<b>F15/24</b>	<p><b>LOCAL COUNCIL AWARD SCHEME</b></p> <p>Details of the new Local Council Award Scheme had been circulated to all committee members. It was agreed that a working group be formed in order to gather the evidence needed to obtain the Quality standard and that the application be submitted within 6 months.</p>	
<b>F15/25</b>	<p><b>ANY OTHER ISSUES FOR INFORMATION</b></p> <p>No matters were raised.</p>	
<b>F15/26</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>The date of the next meeting would be 6<sup>th</sup> October at 7.30pm.</p>	

Signed: \_\_\_\_\_

Date: 6<sup>th</sup> October 2015