

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 19th April 2016**

PRESENT: Cllrs D Starr (Chairman), R Butler, J Hunt, S Kirve, P Wood

Clerk: Sarah Copley

F16/9	APOLOGIES Apologies were received from Cllr Swinney. Cllr Clark was absent.									
F16/10	DECLARATIONS OF INTEREST There were no declarations of interest.									
F16/11	MINUTES OF PREVIOUS MEETING The minutes of the Finance and Governance Committee meeting held on 19 th January were agreed as an accurate record and duly signed.									
F16/12	FINANCE MATTERS <p>a) Review 2015-16 year end accounts The unaudited year end accounts were reviewed and no concerns were raised. It was noted that the total income had been £147,690 and total expenditure was £171,411. £9,000 of the income was ring fenced grant funds for the outdoor gym which would be installed in 2016-17 financial year. The overspend of £32,721 was due to the planned upgrade of street lights and the contribution towards the heating upgrade at the Community Centre.</p> <p>b) 2016/17 Budget The budget for 2016-17 was reviewed and accepted. It was noted that when the budget was drafted it had been assumed that all expenditure on the neighbourhood plan would take place after April 2016, however work had begun on this in January and some expenditure had already taken place. The overall budget for the Neighbourhood Plan remained unchanged at £15,000. The amount of grant funding available for Neighbourhood Plans had increased from April 2016 to £9,000.</p> <p>c) Allocation of Reserves The unaudited accounts showed that the Council had a balance of £59,795 in its bank accounts. It was agreed to recommend that these be allocated as follows:</p> <table><tr><td>25% of precept</td><td>£29,106</td></tr><tr><td>General reserves</td><td>£13,189</td></tr><tr><td>Community Centre</td><td>£5,000</td></tr><tr><td>Election costs</td><td>£3,500</td></tr></table> <p>Ringfenced: Grant for outdoor gym £9,000</p> <p>Following the Council's decision to increase the amount of reserves from 25% to 50% of the precept, the Committee agreed to recommend to that Council that this be increased at 5% per annum from 2018/19 (to be reviewed at the end of 2016/17).</p>	25% of precept	£29,106	General reserves	£13,189	Community Centre	£5,000	Election costs	£3,500	
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F16/13	INSURANCE POLICY The Committee reviewed the current asset register and agreed that the Clerk should submit it to the insurance company to ensure the insurance schedule accurately reflected the assets of the Council. Any asset valued below £250 would not be included in the cover as the excess was £250.	
F16/14	POLICIES a) NALC had recently issued revised Financial Regulations to reflect the changes in law with regard to public authority tenders. The Clerk went through the revisions to the regulations and it was agreed to recommend that the revised regulations be adopted. b) The Councillor Allowances and Expenses policy was reviewed and it was agreed to recommend that no changes be made to it.	
F16/15	STAFFING MATTERS a) Reimbursement for additional hours worked on the Neighbourhood Plan <i>The Clerk left the room for this item.</i> Following the Council's decision to pay the Clerk for additional hours worked on the Neighbourhood Plan, the Committee agreed to recommend to the Council that these hours are paid through the Council's Payroll and that the pay be pensionable. The overtime should be listed separately on the payslip. <i>The Clerk returned to the meeting.</i> b) Cllr Starr reported that he would liaise with Cllr Hunt to set a date for the Clerk's appraisal.	
F16/16	LOCAL COUNCIL AWARD SCHEME Cllr Starr reported that he, Cllr Hunt and the Clerk had reviewed the criteria for each level of the award scheme and a report was provided. After discussion it was agreed to recommend that the Council apply for the Foundation Level now and work towards Quality Level over the next 12 months.	
F16/17	ANY OTHER ISSUES FOR INFORMATION The clerk reported that the internal auditor had sent a copy of his observations and recommendations which would form part of his final report.	
F16/18	DATE OF NEXT MEETING The date of the next meeting would be Tuesday 5 th July at 7.30pm.	

Signed: _____

Date: 5th July 2016