

STOKE MANDEVILLE PARISH COUNCIL

Clerk: Mrs Sarah Copley

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**Minutes of the meeting of the Governance and Resources Committee held at the Community Centre,
Eskdale Road, Stoke Mandeville on Tuesday 19th January 2015**

PRESENT: Cllrs D Starr (Chairman), R Butler, R Swinney, P Wood

Clerk: Sarah Copley

F16/1	APOLOGIES Apologies were received from Cllrs Hunt and Kirve. Cllr Clark was absent.	
F16/2	DECLARATIONS OF INTEREST There were no declarations of interest.	
F16/3	MINUTES OF PREVIOUS MEETING The minutes of the Finance and Governance Committee meeting held on 24 th November were agreed as an accurate record and duly signed.	
F16/4	FINANCE MATTERS a) The spending to date for the current financial year was reviewed and no concerns were raised. The Clerk would make some minor amendments to the presentation. b) Participative budget At the previous meeting of the Council it had been asked whether part of the budget could be allocated to ward councillors to spend in their areas. The Clerk confirmed that it was not possible to delegate funds to individual councillors, all spending had to be approved by the Council as per the financial regulations. Any councillor could put forward proposals for improvements in their wards for consideration of the Council. After discussion it was agreed to recommend to the Council that no changes be made to the 2016/17 budget. c) External audit arrangements Information about the new external audit arrangements for smaller councils had been circulated by BALC. The Audit Commission had ceased to exist on 1 April 2015 and a new company – Smaller Authorities’ Audit Appointments Ltd - has been set up to take over the appointment of external auditors and the setting of audit fees for smaller authorities from 2017. Local Councils had been given to the option to opt out of the new scheme and appoint their own external auditor. After consideration it was agreed to recommend that the Council do not opt out of the new scheme and use the external auditor appointed by the new company. d) Internal Auditor and Payroll Provider The Council’s current provider for internal audit and payroll services had advised that he would be retiring in March and would not be able to undertake the audit or continue with payroll past this date. The Clerk had researched other providers and their quotes were considered. <ul style="list-style-type: none">• IAC had quoted £350 to carry out the internal audit. It was agreed to recommend to the Council that this quote be accepted as it was similar to the fee for this year’s audit and other local councils used the company and were happy to recommend them.• BAS Associates had quoted for payroll services, this would cost £180 per year for the clerk’s payroll and £60 per year for each councillor who claimed the councillor allowance. It was agreed to recommend to the Council that this quote be accepted.	

F16/5	<p>POLICIES</p> <p>The following draft staffing policies had been circulated to the committee and were discussed:</p> <ul style="list-style-type: none"> • Grievance Policy • Disciplinary Policy • Training Policy • Sickness Absence Policy <p>It was agreed to recommend that all four policies be adopted by the Council, subject to clarification on who members of staff could ask to accompany them to any grievance or disciplinary meetings.</p>	<p>Clerk</p>
F16/6	<p>RISK ASSESSMENT</p> <p>The current risk assessment was circulated. It was AGREED that the Chairman, Vice Chairman and Clerk would review and update the risk assessment. Committee members were asked to email any comments or views to the Clerk.</p>	<p>DS, JH, Clerk</p>
F16/7	<p>STAFFING MATTERS</p> <p>The Chairman advised that the clerk's appraisal was due and would be carried out by the Chairman and Vice Chairman of the Council.</p> <p>The Clerk reported that negotiations were continuing for the NJC pay scales for 2016-2018.</p>	
F16/8	<p>ANY OTHER ISSUES FOR INFORMATION</p> <p>No matters were raised under this item.</p>	

Signed: _____

Date: 19th April 2016