

STOKE MANDEVILLE PARISH COUNCIL

Clerk: Mrs Jill Knowles

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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 September 2017**

PRESENT: Committee members - Cllrs D Starr (Chairman), R Butler, J Hunt, S Kirve, P Wood, Clark
Clerk: Jill Knowles

F17/22	APOLOGIES There were no apologies received.	
F17/23	DECLARATION OF INTEREST There were no declarations of interest.	
F17/24	MINUTES OF PREVIOUS MEETING The minutes of the Governance and Resource Committee meeting held on 23 rd May 2017 were agreed as an accurate record and duly signed by the Chairman.	
F17/25	GOVERNANCE MATTERS a) New Standing order for Attendance DS has created a new standing order for attendance because apologies have not been given and it has upset some Councillors at meetings. DS has researched how other councils write their standing orders on attendance and has created something himself which had been previously circulated. DS asked for any comments. RB thought it read well. JH enquired if a member is unable to attend, when you have to report non-attendance you should not give the apology to anyone other than the Clerk. PW confirmed this reading from the Good Councillors Guide. It was also noted that there may be occasions when you are having an unexpected operation and if so another person can pass apologies to the Clerk or Chairman. JH confirmed that apologies must be on the answer machine before 7.30pm to be accepted. DS stated he would add into the Standing Order that notification of non-attendance can be made by electronic methods before the start of the meeting. There was a discussion around privacy and a general reason for absence should be given. It was clarified by PW that as a Councillor you have a responsibility to attend a meeting and is, in law, a summons. The argument raised by AC was that are we sure that this will not impede disabled persons in absence from meetings. JH said with regards to Section 6, Substitution, a Councillor can ask another Councillor to attend in their absence. JH and DS said they would check what the substitution means because JH clarified you have to abide by the legislation. DS said he would research again and refer this to the next meeting. b) Front sheet of the Financial Regulations and Standing Orders [Minute item F17/15b] DS asked the Clerk if the front sheet had been updated and it had not. DS said there was no point in updating this until a) above is resolved.	
F17/26	MEETINGS FOR 2018 a) DS explained that because the PC Meeting dates had been readjusted clashes now existed. The dates of the clashed meetings were 15 th May, 20 th November where there would be two meetings on the same day.	

	The recommendation was to move the Governance and Resources meeting to the 22 nd May and the 13 th November 2018. The Clerk to check with Glenda (bookings officer at the SMVCA.	Clerk
F17/27	<p>FINANCIAL</p> <p>a) Spend to date for 2017-18 DS reported there was very little to review. Street light replacement we've had £9,000 of the street lights replacement in this quarter. Spend is reasonably in line and underspent on land at marsh lane. Election costs – none. Parish improvement - no spend yet. NHP sorting out finances currently. There are no huge finances at the moment but there is the aerial runway to have repaired in playground at some point. There were no questions.</p> <p>b) Review of Councils Asset Register [deferred from last meeting]. DS reported that the Asset Register of the Parish Council is called Street Furniture in the computer records. This covers the analysis of everything we have and the totals. The key item over the last twelve months 12 months has been the street lights. As part of the replacement programme old lamps are taken out and new LEDs are installed. The Reconciliation on lights total £243. The first tranche of lights were done in March 2017 and the second in April 2017. The next section to be done is Station Road and Plested Court in April 2018 and another £10,000 will be put in the budget to cover. In 2021 we have £18,000 in forecast spend to finish this work off and we may want to extend the plan to 7 years from the current 6 years. SK asks the depreciative value is usually less, and DS said we carry this at cost. SK said so they cost us more, and DS confirmed this. No capital reserves get carried forward. RB asked if any of the existing poles would be changed. DS said no the critical poles were to be done and the inventory shows the state of the poles. DS said he would send a copy of the Street Light Register to JH.</p> <p>c) To review funding arrangements for street lighting upgrade This was discussed under b) above.</p> <p>d) To report the cost of the repair work to the drains DS reported that we were allowed up to £5,000 for this repair. Agripower came in August and the drain was repaired to the pipe under the garden of 16 Eskdale Road. We also had quote from Dynarod and they looked at layout with regards to the drop and said the manhole could move towards No.16 as fall is better. Agripower did the work and the manhole was moved and is 3 feet closer to the fence and deeper. The interior of the manhole has been cut out and so far it is working fine. We are now in a period of testing the drain and on the 26th and 27th Oct we are booked in to relay any problems back to Agripower. So far £2264 has been spent out of the £5,000 budget. We have up to the 16th October to decide if any further work is needed. SK thanked DS for his involvement.</p>	DS
F17/28	<p>POLICIES</p> <p>DS reported that following on from Minute item F17/17 he has drafted up an additional hours policy. All overtime needs to be approved in advance. There is a form for this and any claim will need to be approved. A maximum of two days can be taken within 3 months. JH indicated that she would like this to go to Carole at BALC and whether you can be paid for</p>	Clerk

	extra hours The Committee were in unanimous agreement for it to go to Carole for her comments.	
F17/29	<p>STAFFING MATTERS</p> <p>The Chairman reports that following the resignation of the Clerk a staffing meeting was held on the 18th September 2017 to discuss the recruitment of the new Clerk. JH asked if we could record the resignation of the Clerk and she thanked Jill for all her help.</p>	
F17/30	<p>IMPROVING MEETING EFFICIENCY</p> <p>Considering options of Paper-light working, and options for delegation of decisions</p> <p>SK provided a power point presentation to the Committee which he had also sent to all Parish Councillors. The comprehensive presentation covered aspects of improving ways of working to save paper, money and time. DS suggested he summarise something for this meeting and how he sees the priorities and where the process would start. DS also suggested he would like to defer this for further discussion at the next PC meeting in October.</p>	
F17/31	<p>LOCAL COUNCIL AWARD SCHEME</p> <p>The Clerk reported that the application for the Silver Award was submitted and a confirming email from Bucks and Milton Keynes Association of Local Councils was received on the 11th May advising that this was in hand.</p>	
F17/32	<p>POINTS OF INFORMATION</p> <p>Investing Current Account Money</p> <p>SK reported that he has been looking at the best way for the Parish to invest its current account money. He explained that the Parish cannot invest in anything over 12 months but can invest in banks and building societies for 11 months to gain interest. The other option is invest in public sector deposit funds for public sector bodies. He has found that Berryfields Parish has an investment policy and he intimated that this Parish to should have a policy. DS enquired how we would manage this. It is a way of investing and is worth further discussion. It was agreed to add it to the agenda for the next meeting.</p> <p>Para-Olympic Flame</p> <p>This will be lit on 2nd March 2018.</p>	
F17/33	<p>DATE OF NEXT MEETING</p> <p>The date of the next meeting will be Tuesday 28th November 2017.</p>	

Signed: _____

Date: 28th November 2017