

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 23rd May 2017**

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

F17/10	ELECTION OF CHAIRMAN Cllr Starr agreed to stand again as Chairman. Cllr Wood proposed this and Cllr Butler seconded the motion. It was agreed unanimously that Cllr Starr would be Chairman.	
F17/11	APOLOGIES There were no apologies received, Cllr Clark was absent. There was a discussion about attendance and it was agreed this would be discussed at item 6a on the Agenda under Governance Matters.	
F17/12	DECLARATIONS OF INTEREST There were no declarations of interest.	
F17/13	MINUTES OF PREVIOUS MEETING The minutes of the Governance and Resource Committee meeting held on 28 th February 2017 were agreed as an accurate record and duly signed by the Chairman.	
F17/14	TERMS OF REFERENCE There are no changes to the terms of reference and it was proposed by DS they be re-dated to May 2017. This was seconded by RB.	
F17/15	GOVERNANCE MATTERS a) To review and agree the Standing Orders. The Standing Orders were reviewed and discussed. It was unanimously agreed that the Clerk and DS would create a standing order for attendance and this would be proposed at the next meeting for consideration. b) To review and agree the Financial Regulations. There have been no changes to the Financial Regulations. DS proposed the financial regulations as approved in May 2016 be submitted to the PC Meeting on the 13 June for approval. This was seconded by Cllr Butler. DS also suggested that the front sheets of the Financial Regulations and Standing Orders be updated when approved by the whole Council, and Cllrs be sent an updated copy.	Clerk and DS Clerk
F17/16	FINANCIAL a) To review the spend to date for 2017-18 There was nothing to review. Cllr Hunt asked when last year's accounts can be published. DS said we report the audited version, but DS will check this. b) To review the Asset Register The Asset Register was deferred to the next meeting. c) To review the arrangement for street lighting upgrade There was in place a seven year plan. During March and April approximately £20,000 of the work had been completed. DS sees no reason to change the plan as suitable progress is being made.	DS

	<p>d) To review the cost of electricity from EON SK said in last month's meeting we asked if we should review the market. DS had contacted EON to clarify their charging policy. They charge on the basis of usage reported by UK Power Networks which will reflect the conversion to LEDs in fewer units used. The Clerk said we made an agreement to sign off the contract for the first year. This matter will be reported at the full council meeting.</p> <p>e) Options for investment of cash balances Following an accounting course DS and the former Clerk queried the investment of cash balances. They were informed that when the PC invests money for twelve months it becomes 'Capital' and can only be used for such purposes. The interest rate is low currently.</p> <p>f) Section 106 money JH learnt today if all the planning applications were approved the PC would get 2 million pounds in Section 106 money. We will only be allocated money from five developments, so the PC has to choose the largest ones; the largest one is the Wendover Road development.</p> <p>g) Broadband JH reported that the Clerk had a problem with Broadband this week. The Clerk explained the internet connection went off. Information from BT is that the problem could either be with the router because it is around five years old, or there could have been a problem on the larger network. The Clerk will look at the Broadband options with DS and report.</p>	Clerk & DS
F17/17	<p>POLICIES</p> <p>The current list of policies was reviewed.</p> <p>The Clerk was asked to find the draft policies on Document Management Retention / Scheme of Delegation, and the formalised policy on Grant Awarding. It was agreed to develop a policy on Time Of In Lieu (TOIL).</p> <p>The question of working alone was raised and it was agreed that no one should be left alone in the building last thing at night.</p>	Clerk
F17/18	<p>STAFFING MATTERS</p> <p>Recruitment of new Clerk</p> <p>Cllr Starr welcomed Jill to the position of Clerk.</p> <p>Cllr Hunt suggested that a Staff Committee meeting should be held. It was agreed that DS would arrange this meeting.</p>	DS
F17/19	<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>	
F17/20	<p>POINTS OF INFORMATION</p> <p>The Community Centre drains were discussed. The Clerk was asked to obtain quotes for the work to the drains. Quotes will be obtained from suitable contractors.</p>	Clerk
F17/9	<p>DATE OF NEXT MEETING</p> <p>The date of the next meeting will be Tuesday 19th September at 7.30pm.</p>	

Signed: _____

Date: 23rd May 2017