

**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 28<sup>th</sup> February 2017**

**PRESENT:** Committee members - Cllrs D Starr (Chairman), R Butler, J Hunt, S Kirve, P Wood  
Clerk: Sarah Copley

<b>F17/1</b>	<b>APOLOGIES</b> There were no apologies received, Cllr Clark was absent.	
<b>F17/2</b>	<b>DECLARATIONS OF INTEREST</b> There were no declarations of interest.	
<b>F17/3</b>	<b>MINUTES OF PREVIOUS MEETING</b> The minutes of the Finance and Governance Committee meeting held on 29 <sup>th</sup> November were agreed as an accurate record and duly signed by the Chairman.	
<b>F17/4</b>	<b>FINANCIAL</b> a) To review the spend to date for 2016-17 The financial report to the end of February was reviewed and noted. Cllr Starr drew the committee's attention to the underspend on the neighbourhood plan due to the delay in progress and it was <b>agreed to recommend</b> to the Council that this underspend be earmarked in reserves for use in 2017-18. b) To review the budget for 2017-18 The draft budget was considered and it was <b>agreed to recommend</b> that the Council adopt it. c) To review the allocation of reserves It was <b>agreed to recommend</b> to the Council that the reserves should be allocated as follows :  General reserves (30% precept) - £34,926 Election costs - £3,500 Community Centre - £5,000 Neighbourhood Plan - £5,000 New burial ground - Balance (anticipated to be approx. £21,500) d) Funding for neighbourhood plan 2017-18 The committee had agreed to recommend that in addition to the money allocated in the 2017-18 budget, the unspent funds from 2016-17 be earmarked in the reserves.	
<b>F17/5</b>	<b>POLICIES</b> The list of policies was reviewed and it was agreed that the new Clerk would be tasked with reviewing the older policies on the list.  The draft policies for Grants, Document Retention and Scheme of Delegation would be circulated to the committee members for comment before being put forward to the Council to adopt at the March meeting.	

<b>F17/6</b>	<b>STAFFING MATTERS</b> <b>Recruitment of new Clerk</b> <p>Cllr Hunt reported that the position had been advertised in the Bucks Herald and the BALC and SLCC websites. The Staffing Committee had reviewed the applications and shortlisted three for interview which would take place on 9<sup>th</sup> March.</p> <p>The assistant would be recruited once the new clerk was in post.</p>	
<b>F17/7</b>	<b>LOCAL COUNCIL AWARD SCHEME</b> <p>Cllr Starr suggested that the Council begin working towards the Silver award following the successful application for Foundation status.</p> <p>The criteria for Silver level was reviewed and it was agreed that an application should be made before the Clerk left, provided the award would remain if the new clerk was not CILCA qualified.</p> <p>The Chairman would contact all councillors asking them to provide a profile for the website and to attend the next council meeting early in order for photos to be taken.</p> <p>The Chairman and Vice Chairman of the Council would meet with the clerk to review the development plan to ensure it met the criteria for the silver award.</p>	   JH  JH, DS, CLerk
<b>F17/8</b>	<b>POINTS OF INFORMATION</b> <p>The Clerk was asked to leave the room.</p> <p>The Committee discussed and agreed an appropriate recognition of the Clerk's service.</p> <p>The Clerk returned to the room.</p>	
<b>F17/9</b>	<b>DATE OF NEXT MEETING</b> <p>The date of the next meeting would be Tuesday 23<sup>rd</sup> May at 7.30pm.</p>	

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

Date: 23<sup>rd</sup> May 2017