

**Minutes of the meeting of the Governance and Resources Committee held at the Community Centre,
Eskdale Road, Stoke Mandeville on Tuesday 12th February 2019**

PRESENT: Committee members - Cllrs D Starr (Chairman), A Clark, J Hunt, S Kirve and P Wood.

Clerk: Tony Skeggs

F19/01	APOLOGIES – There were no apologies. Cllr R Butler was absent.	
F19/02	OPEN FORUM FOR PARISHIONERS – No parishioners were present.	
F19/03	DECLARATION OF INTEREST – There were no declarations of interest.	
F19/04	MINUTES OF PREVIOUS MEETING The minutes of the Governance and Resource Committee meeting held on 13 th November 2018 were agreed as an accurate record and duly signed by the Chairman.	
F19/05	<p>FINANCIAL</p> <p>a) <u>Neighbourhood Plan Budget for 2019/20.</u> DS presented the NP budget for 2019/20 based upon a cashflow forecast up to September 2019. Following some amendments proposed by SK, the budget was AGREED at £10,000, increased from £8,500. It was also AGREED to recommend to Council that utilisation of the Council reserves be increased from £5,000 to £10,000 to allow for any unexpected expenditure.</p> <p>b) <u>Proposal from CloudyIT Group for IT Provision.</u> Following consideration of the IT proposal from CloudyIT, it was AGREED to recommend to Council that Office 365 should be the platform to be used. It was further AGREED that a IT Working Group be set up to look at the IT requirements for the Council. This would include looking at Cloud Based solutions, hardware requirements for Councillors and staff and email addresses. The clerk was requested to contact Hugo Fox, who provided parish council websites at no cost.</p> <p>c) <u>Mobile Phone for the Office</u> It was AGREED that this would be discussed by the IT Working Group.</p> <p>d) <u>SM&OPC Grant Award</u> It was NOTED that SM&OPC had awarded £15,000 to the Council towards its non-statutory expenditure. The grant covered:</p> <ul style="list-style-type: none"> • £2,200 Dog Bins • £5,000 Grass Cutting Playing Field • £7,000 Grass Cutting Verges • £800 Maintenance of Flower Bed Outside the Combined School 	<p>Clerk</p> <p>DS</p> <p>Clerk</p>
F19/06	<p>FINANCIAL REGULATION</p> <p>It was proposed, seconded and unanimously AGREED that the following amendment (in red italics) be made to section 4.1 – Budget Control & Authority to Spend.</p> <p>- the Clerk in conjunction with Chairman of the Council, <i>or Chairman of the relevant Committee for budgets devolved to that committee</i>, for any items over £100 and below £500.</p>	
F19/07	<p>HR SERVICES PARTNERSHIP</p> <p>A partnership proposal negotiated by BALC with HR Services Partnership for the provision of HR Services was considered. Of the three arrangements offered, it was proposed,</p>	

	seconded and AGREED that the "Pay-as-you-go" arrangement would be used if there was a requirement for HR advice / support.	
F19/08	IMPROVE MEETING EFFICIENCY It was AGREED to set a new date for the workshop. The date would be Sunday 24 th March from 9.30am to 1.30pm (lunch provided). DS to notify all councillors in writing.	DS
F19/09	SUCCESSION PLANNING A discussion took place on what was meant by succession planning and how the election of the chairman should be carried out. It was AGREED that the clerk would contact BALC to clarify the procedure. Succession planning would form part of the "Improve Meeting Efficiency" workshop.	Clerk
F19/10	POINTS OF INFORMATION • DS announced that he would be standing down as a councillor at the end of March 2019.	
F19/12	DATE OF NEXT MEETING The date of the next meeting will be Tuesday 28 th May 2019.	

The meeting closed at 9.05pm.

Signed: _____

Date: 28th May 2019

Action List

Minute	Action	By Whom	Situation
18/18 a	Undertake a physical inspection of all assets.	Clerk	In Progress – Village to do
18/21 a	Circulate an Acceptable Use Policy for ipad use.	Clerk	IT Working Group
18/29a	Update Standing Orders with amendments.	Clerk	In Progress
18/29b	Update Council policies.	Clerk	In Progress
18/29c	Contact insurer regarding Deed safe.	Clerk	Outstanding
19/05a	Neighbourhood Plan Utilisation of Reserves to Council.	Clerk	Completed
19/05b	Creation of IT Working Group.	DS	
19/05b	Contact Hugo Fox for website design	Clerk	
19/08	Notify Councillors of new Workshop date.	DS	
19/09	Contact BALC re: Succession Planning	Clerk	