

**MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON TUESDAY 1st March 2016**

Present: **Cllr Dudley** **Cllr Hing** **Cllr Fenby**
 Cllr Sanford **Cllr Dallow** **Cllr Boulton**
 Cllr Bowen

In attendance: **Vanessa Lawrence (Clerk), Cllr Harrison**

F072 15/16 **To note apologies for absence**

None received – all present

F073 15/16 **Declarations of Interest in items on the agenda**

Cllrs Hing & Sanford declared a personal interest in Item F083 – particularly relating to Fairford Festival.

F074 15/16 **To approve the minutes of the meeting held on 5th January 2016**

It was **RESOLVED** to approve the Minutes of the Finance meeting held on the 5th January 2016 as a true and accurate record of the proceedings. Proposed Cllr Boulton, seconded Cllr Dallow – all in favour.

F075 15/16 **Matters arising**

None

F076 15/16 **To receive most recent payments & receipts figures (February) – un-reconciled**

The payments and receipts figures were received with no comment.

F077 15/16 **To consider and agree retrospective payment for the one-off set up payment for the pension provider.**

It was **RESOLVED** to agree retrospective payment for the one-off set up fee (£300) for the pension provider. Proposed Cllr Hing, seconded Cllr Dallow – all in favour.

F078 15/16 **To consider and agree recommendation from the W & C Committee to vire amounts as required within the W & C budget for this year.**

Following debate and an explanation from Cllrs Boulton and Fenby regarding the reasons for viring amounts within the W & C budget it was **RESOLVED** to vire amounts from the following budget lines:

Town Crier - £1000

Skate Ramp - £955

CCTV Equipment - £4979

Car Parking - £2500

To: Street Furniture budget line.

Proposed Cllr Fenby, seconded Cllr Boulton – all in favour.

ACTION: Clerk to vire amounts as above

F079 15/16 **To consider and agree to transfer funds from the projects account to the deposit account (see e-mail 19/2/16)**

The Clerk reported on the current balance of funds currently held and how projects, which formed part of the 'Wish List' produced in order to obtain agreement for the Unilateral Undertaking with Bloor Homes, have been progressed. Following debate it was **RESOLVED** to transfer funds (167k) from the projects account to the deposit account. Proposed Cllr Dudley, seconded Cllr Boulton – all in favour.

ACTION: Clerk to transfer funds from the project account to the deposit account

- F080 15/16** **To consider and agree to release funds as required for events to celebrate the Queen's 90th birthday celebrations.**
 Following debate, where Cllrs Boulton and Fenby what was agreed at the W & C meeting regarding the " Picnic in the Park". It was **RESOLVED** to recommend to Full Council to release funds upto £5k for this event. It was stressed that this is above what is expected to be spent, but would allow the W & C Committee some flexibility when purchasing for this event. Proposed Cllr Boulton, seconded Cllr Dallow –all in favour.

ACTION: Clerk to add this item to the Agenda for the Full Council meeting and to advise W & C Committee.

- F081 15/16** **To consider and agree recommendation from the W & C Committee to allocate up to £1000 funding to the Palmer Hall for further measured surveys and relevant drawings.**
 Cllr Boulton explained that detailed measured drawings are required in order to obtain quotes for work to the Palmer Hall. There are currently no detailed plans available. It was **RESOLVED** to agree recommendation from the W & C Committee to allocate up to £1000 funding for relevant surveys. Proposed Cllr Hing, seconded Cllr Bowen – all in favour.

- F082 15/16** **To consider and agree recommendation from the W & C Committee to purchase 4 x VAS signs for £10k or less.**
 Following on from item F078 above, it was **RESOLVED** to agree recommendation from the W & C Committee to purchase 4 x VAS signs. Proposed Cllr Boulton, seconded Cllr Fenby – all in favour.

- F083 15/16** **To consider and agree end of year grants:- see e-mail sent 19/2/16**
 The Clerk explained that the end of year grants have been split into two sections, to include grants to youth groups in Fairford. It was **RESOLVED** to recommend to Full Council the following end of year grants as follows:

Fairford Festival	£500	Proposed Cllr Fenby, seconded Cllr Boulton – all in favour
U3A	£300	Proposed Cllr Boulton, seconded Cllr Fenby – all in favour
T.S. Raleigh	£500	Proposed Cllr Dallow, seconded Cllr Bowen –all in favour
Corinium Talking News	£100	Proposed Cllr Fenby, seconded Cllr Bowen –all in favour
CAB	£100	
Glos. Chest Fund	£100	
Cobalt Appeal	£100	
Youth Groups		
Fairford Brownies	£200	Proposed Cllr Dudley, seconded Cllr Dallow – all in favour
Messy Space	£300	
Messy Church	£183	
Fairford Rainbows	£200	
Tiny Tots playgroup	£499	
Fairford Youth Club	£500	
Fairford Youth F'ball Club	£500	
Fairford Youth Rugby Club	£500	

ACTION: Clerk to add this item to the Agenda for the Full Council meeting in March

- F084 15/16 To review and agree Financial Regulations, Risk Assessments for – Finances & Festive Market, and Financial Safeguards in Place document (e-mail 22/2/16)**
- The Clerk explained that as a matter of good practice and also as part of the requirements for Auditing, these documents require either adoption in the case of new documents and that current documents have been reviewed and approved. An amendment was made to the Financial Regulations – 11.1(h) £250 should read £750. It was **RESOLVED** to approve the amended Financial Regulations – proposed Cllr Hing, seconded Cllr Dallow – all in favour. It was **RESOLVED** to approve the Financial Risk Assessment and Festive Market risk assessment and Financial Safeguards in place document. Proposed Cllr Boulton, seconded Cllr Dudley – all in favour.

ACTION: Clerk to add this recommendation to the Agenda of the next Full Council meeting.

- F085 15/16 To consider and agree to adopt the following policy documents:**
- **Policy for Safeguarding Public Money (e-mail 22/2/16)**
 - **Policy for the Effectiveness of Internal Financial Controls (e-mail 22/2/16)**
 - **Policy for Internet Banking (e-mail 22/2/16)**
 - **Policy for Training and Development (e-mail 22/2/16)**
 - **Policy for Community Youth Group Grant allocation (e-mail 22/2/16)**
 - **Policy for end of Year grant allocation (e-mail 22/6/16)**
- Following discussion it was **RESOLVED** to adopt the above Policy documents. Proposed Cllr Boulton, seconded Cllr Fenby – all in favour.

ACTION: Clerk to add recommendation to the Agenda of the Full Council meeting in March.

- F086 15/16 To discuss questions on the Annual Governance Statement to ensure full comprehension for audit purposes– see e-mail sent 19/2/16**
- The Clerk explained the importance of understanding the Annual Governance Statement contained within the Annual Return document. Cllrs agreed that they understood the questions.
- F087 15/16 To agree payment to GCC, for TRO- A417, west of Fairford as agreed – (Unilateral Agreement with Bloor Homes)- £6000**
- It was **RESOLVED** to agree to payment for the TRO for the A417. Proposed Cllr Boulton, seconded Cllr Fenby – all in favour

ACTION: Clerk to pay invoice.

- F088 15/16 To consider and agree increase to mileage payments to 0.45p per mile.**
- Cllr Hing pointed out that the mileage payment should also include the extra amount for inclusion of passengers. The rates are 45p per mile for 1 person and 50p per mile which includes passengers. It was **RESOLVED** to agree mileage payments of 45p/50p respectively. Proposed Cllr Dudley, seconded Cllr Boulton – all in favour.

F089 15/16

Anything the Chairman considers urgent

- **Repair to Church wall** - The Clerk asked if the Committee felt that the insurance company should be approached for this work. Following discussion it was agreed that it would not be worth using our insurance as the amount involved for repairing the wall was not large.
- **Change in Procurement of Audit for smaller authorities** - from 2017 - The Clerk explained that Town/Parish Councils can choose to have an auditor appointed to them by a new 'sector-led body' or they can decide to procure their own. If the Council wishes to opt in, i.e. choose to have an auditor appointed, then they need to do nothing. If however, they wished to opt out and choose their own auditor, they would need to advise the relevant body. The Clerk was asked her thoughts on this matter and she informed the Committee that she would prefer to opt-in as it would be less onerous. Councillors agreed that it would be better to opt-in.

<p>ACTION: These items to be added to the Agenda for the Full Council meeting under Matters Arising.</p>

F090 15/16

Date of next meeting 3rd May 2016

.....Chairman

.....2016