

## **FLITTON AND GREENFIELD PARISH COUNCIL**

Minutes of the Finance Committee held at the Church Hall, Flitton on Wednesday 4<sup>th</sup> July 2018 17.30h

**Present:** Cllrs N Arthur (Chair), M Gates, N Thompson, G Ellis, P Woodland and D Lawson (Clerk)

### **1. APOLOGIES AND SPECIFIC DECLARATIONS OF INTEREST**

Cllrs T King

### **2. MINUTES**

The minutes of the meeting held on 11 April 2018 were received and were signed as a true record by the Chair They had already been reported to the Council meeting in May.

There were no outstanding matters.

### **3. REVIEW OF STANDING ORDERS/REVIEW OF FINANCIAL REGULATIONS**

The current Standing Orders and Financial Regulations were noted with no need for any change

### **4 REVIEW OF RISK ASSESSMENTS**

The current risk assessments were discussed and an additional one relating to litter picking was approved.

It was also agreed to update the corporate assessment to include GDPR and the action being taken to minimise the risk

The defibrillators would also be added to the Finance Committee responsibility for assessment

**DL**

### **5. REQUEST(S) FOR FUNDING**

The Clerk reported that an application for funding had been received from the Parochial Church Council to help finance the Quinquennial repair work as well as installing a hearing loop system in the Church. Members considered how much of the Grant budget had already been spent or committed including a considerable sum allocated to the War Memorial work and felt that with nine months of the year left, they would prefer to make a staged payment. It was felt that assistance should be offered to the PCC to help support the fabric of the Church and agreed that a £250 contribution should be made this year and would earmark the same again in 2019/20

The Clerk had received a letter that morning from MAGPAS the air ambulance service requesting financial help but it was felt that the Councils grant aid budget should be spent on more local and community issues and this was declined

**DL**

**DL**

### **6. BUDGET 2018/19 QUARTER 1 ACCOUNTS REPORT AND BANK RECONCILIATION**

The Clerk presented the Q1 accounts, these were considered and noted, and the quarterly reconciliation showed a correct balance.

A problem with cheques being presented should now be resolved

### **7. ANNUAL GOVERNANCE AND ACCOUNTING RETURN (AGAR) APPROVAL**

The Internal Auditor had signed off the Councils Accounts and the various parts of the return including the Part 2 form, Reasons for any variance and the exercise of Public Rights were considered and agreed. The Governance Statement had already been agreed.

<p>The Clerk noted that in a conversation with the External Auditor earlier in the day, the submission was likely to be qualified as the Council had not met the correct dates for submission. This is difficult with the current schedule of meetings and it was noted that there may need to be Council meeting in June in future to resolve this issue.</p>	
<p><b>RESOLVED</b> that the AGAR plus attachments be signed and sent to the External Auditor.</p>	<p><b>DL</b></p>
<p><b>8. GDPR 2018</b></p>	
<p>There had not been any contact from the agreed contractor (DPO Centre Ltd) but as the Council did not now need to appoint a Data Controller, the services were no longer so necessary. The Clerk had drafted a privacy statement which was added to both the PC website and the MUGA website and work had now been undertaken to eliminate any records containing personal details which were no longer required. An email was ready to be sent to MUGA Members and work would continue to ensure the Councils compliance. Any personal details now being held were as a result of a need to keep the appropriate records.</p>	
<p><b>RESOLVED</b> that the issue of data protection be considered annually by the Council</p>	<p><b>DL</b></p>
<p><b>9. INFORMATION ITEMS</b></p>	
<p>The Clerk mentioned that the Council could apply for a grant (by 16 July) for the Remembrance Day Silhouette Installations, which had been the subject of earlier consideration and rejected on the basis of cost. One of the conditions of a grant however is that an event needs to be organised to mark the occasion. The PCC had been consulted and agreed to work in partnership with the PC over this, although there was a view that the event should be something other than the Remembrance Sunday service. Cllrs felt that the Council was already contributing to the commemoration by virtue of the work to the Memorial and there was no support for the actual purchase of any Silhouettes or a desire to organise an entirely separate event. However, should any member of the PCC wish to make the arrangements, then Council would be willing to act as the conduit to make an application The question of the ownership of the defibrillators was discussed as a result of the need to agree a Licence for the installation of at least two units. It was determined that the Council would need to be the owner and add them to the Asset Register and inform the Insurance Company of their acquisition. It was also agreed that the Council should be in a position (from a risk assessment perspective) to know that regular servicing checks were being made by the volunteers and that arrangements should be made to record this report periodically to the Council. This to be discussed with the Project Manager preferably before the units go live. Following an earlier site meeting at Flitton Hill, it was agreed that the new tenant should be properly recompensed for his effort in clearing and restoring the site to a usable state. It was agreed to recommend to Council that a further rent-free period would be the most appropriate method by which to do this.</p>	<p><b>DL/NT</b></p> <p><b>DL</b></p> <p><b>MG/DL</b></p>
<p><b>NEXT MEETING</b></p>	
<p>Weds 17<sup>th</sup> October 2018</p>	
<p>The meeting ended at 20.30 Signed</p>	
<p>Chairman 17th October 2018</p>	