

FLITTON AND GREENFIELD PARISH COUNCIL

Minutes of the Finance Committee held at the Church Hall, Flitton on Wednesday 11th April 2018 20.00h

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

Also Present

A Ayres and J Holt

1. APOLOGIES AND SPECIFIC DECLARATIONS OF INTEREST

Cllrs B Rishton and R Stokes had previously sent apologies and Cllr J Fisher was unable to stay

2. MINUTES

The minutes of the meeting held on 10th January 2018 were received and were signed as a true record by the Chair They had already been reported to the Council meeting in March.

There were no outstanding matters.

3. COMMUNICATION ISSUES

The Flit'n'More (FM) editorial team (A Ayres and J Holt) attended to speak to the Committee about Communication issues. Points resulting from a discussion about FM are noted below

- There are now two people working on FM which means it is a less onerous process as work can be shared
- There is a team of 18 voluntary deliverers but two are moving away from the village, so will need to be replaced. They have differing numbers to distribute ranging from 20 to over 100.
- Cllr Woodland handles the distribution to the volunteers, but if she is delayed at all, then critical time is lost.
- There is no back up to this arrangement at the moment
- On-line print ordering and then delivery rather than collection, has reduced costs and allowed for the number of pages to be consistently greater than before. It is also easier to deal with.
- This method of printing also means that it is done faster, with quick delivery (can be next day) so once it is back and ready, there is less time lost between final edit and distribution
- This has an implication on the deadline for copy as it can be managed considerably later (if everyone actually complied) so that the dates of up and coming advertised events can be included in the publication, whereas before they may have been missed
- Unfortunately, recently where there has been a distribution delay, event dates have passed by the time the magazine lands on door steps.
- There are still problems with some contributors not meeting deadlines, which can slow the process down in its final stages This tends to mean that a buffer has to be built into the process, but it should not really be necessary.
- 700 copies are ordered and this is the right amount for the Parish including the Woodlands Estate in Pulloxhill. The cost for give or take 100 is a negligible difference
- There is a timetable for the production of the 4 copies with deadline dates, but this is not currently shared with distributors or the PC

RESOLVED that the accounts be approved and presented to the Internal Auditor	DL
5. VAT RECLAIM	
The Clerk reported that 2017-18 VAT had been reclaimed in the sum of £2549 and this was noted	
6. REQUEST FOR FUNDING	
There were no requests for funding, but the Clerk mentioned the discussion at the previous Council meeting about the 'Battle's Over Commemoration of the end of WW1' and her meeting with a PCC representative to look at the War Memorial. Unfortunately, it still appeared unlikely that any grant may be available to carry out work there and likely that it would have to fall on the Council as the 'custodian' of the Memorial. A quote for some remedial work had been obtained by the Council 4 years ago and it was agreed that further up to date quotes would be sought. The impact on the Councils budget was discussed as there had not been any specific allocation for this possible project. Once quotes had been obtained, it would be discussed again.	DL
7. PAY SCALES	
The new Living Wage rate of £7.83 was brought to Members attention and it was agreed that the Council should, from 1st April 2018, increase the pay of casual staff to £8 per hour It was noted that the Local Clerks pay scales had still not been agreed nationally, and therefore any change in the Clerks level of pay would be a retrospective action taken as soon as the figures were made available.	DL
RESOLVED that the pay for all casual staff be increased to £8 per hour	
8. GDPR 2018	
There was a long discussion about GDPR based on the Clerks report and a list of areas where the Council would need to become GDPR compliant. The change in the law will have wide sweeping implications for the way any records are kept and this applies to Cllrs as well as the Clerk. Everyone was asked to consider whether they held any unnecessary data either electronically or in hard copies and to dispose of these in a confidential manner or if not possible to ask the Clerk to do so. It was further agreed to appoint the company (DPO Centre Ltd) which recently gave a presentation to the BATPC, as advisers to the Council and to act as our Data Controller, a position which must be in place on May 25 th . There had not been any Councillor knowledgeable or willing to take up this position after the last Council meeting and as a GDPR requirement, there were currently no other options This would be at a cost of £1200 in the current financial year and £750 thereafter. It was agreed that this budget would have to be met from contingencies. The Clerk agreed to notify the company and to sort out the next steps. Cllr Gates agreed to look at the current Insurance cover for any GDPR implications.	DL MG
RESOLVED that the DPO Centre Ltd be appointed as advisers to the Council and to act as our Data Controller	DL
9. ANNUAL STATEMENT – AGAR 2017-18	
Cllrs considered the Annual Governance and Accounting Return Part 3 as set out and were satisfied that 'they acknowledge responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm to the best of our knowledge and belief,	

with respect to the Accounting Statement for the Year ended 31 March 2018, that we ‘ comply as set out on in the schedule on the agenda	
RESOLVED that the Council approve <u>Section 1 of the Annual Governance and Accountability Return 2017- 18, Part 3 (as set out on the agenda)</u>	
10. INFORMATION ITEMS	
<p>The Clerk mentioned the recent problems with a contractor losing cheques and a suggestion to pay on-line instead. Initial enquiries had been made about this with Bank and for dual authorisation, all those current signatories have to go through the approval process again and be in receipt of a Council debit card and card security device.</p> <p>Other methods of payment were considered, but on-line payments seemed the only really viable solution for the future.</p> <p>It was agreed to investigate this in more detail</p>	DL
<p>Cllr Thompson asked Members if they would consider in future allocating funds for a small gift, which he further explained and it was agreed that this would be reconsidered when further enquiries had been made</p>	NT
NEXT MEETING	
Weds 4 th July 2018	

The meeting ended at 21.40h

Signed

Chairman
4th July 2018