

DRAFT Finance, Legal and Administration Committee (FLAC) Minutes

Meeting held via Zoom on Tuesday 30th March 2021 at 7.30pm

Present: Cllrs Bolitho (chair), Collinson, McCarthy, & RFO

21F/035. Chairman's Introduction and Apologies for absence – Cllr Morris (Illness), Young (Work)

21F/036. To accept Declarations of Interest and Dispensations – None given

21F/037. Minutes – Resolution that the minutes of the Finance Committee meeting held on Tuesday 23rd March 2021 be signed as a correct record. **RESOLVED.**

21F/038. Public Participation – One member of the public present.

21F/039. Management Accounts (to 28th February 2021) – The committee were satisfied that the management accounts are an accurate record.

21F/040. Bank Reconciliation (to 28th February 2021) - The RFO & Cllr McCarthy completed a bank reconciliation. The committee were satisfied that the bank reconciliation is an accurate record.

21F/041. Village Hall/Nursery Cashflow position – The committee looked at our financial position as of the 25th March 2021 and councils general running costs due to be paid at the next full council meeting on the 6th April. We then looked at the charge for the next invoice from SEH French which is due shortly and how we will pay it. We will have an approximate total equity of £350K after payments made at the meeting next week, if we minus all the earmarked reserves not to be used for the village hall then that leaves an approximate £218K to cover the next invoice. We also expect 50% of next year's precept in mid-April. The loan application for 230K continues but we still have no decision date as yet.

21F/042. Policy Review –

- Risk Assessment – The RFO reviewed our general risk assessment document. The building insurance figure and the Fidelity insurance figure needs amendment, also need to research new legislation on procurement procedure from NALC. The new risk assessments relating to the Village Hall and Covid will need to be adopted at Full council
- Financial Regulations – Cllr Bolitho reviewed the regulations and again we need to check that the recent (February 2021) NALC guidelines relating to procurement are incorporated into our financial regulations. Can we find out whether items 3.1 and 3.3 relating to three-year forecasts can be legally removed from our financial regulations.
- Standing Orders – Cllr Collinson found a few typos particularly in sections J1, 11c and 14. Sections 18 & 19 refer to European commission thresholds and there is a question regarding their relevance now. There were several instances where we should look at gender inclusive language.
- Internal Controls Document – Debbie reviewed the document and there are no changes required
- Child Protection – Cllr Young reviewed the policy, his feedback found that the policy has not been changed since adoption in November 2013. It was reviewed in the context of the Children and Social Care Act of 2017, sitting it in context with the role and operation of the Parish Council it was felt that the policy is compliant with the principles set out in the legislation and needs no amendments. He suggests that we reference the legislation in the document.

- Communication – Cllr McCarthy reviewed the policy and felt that no changes were needed to the policy itself. It does state that we should have a Communications Officer which is currently a vacant position. Needs to go to full council for a decision on this.
- Community Engagement – Cllr Young reviewed the policy, and his feedback was that no changes are recommended, however typo – incorrect spelling of cemetery at the bottom of page 2 which will be amended
- Complaints Procedure – Cllr McCarthy needs to liaise with other councillors and the clerk, this will be discussed at the next FLAC meeting
- Health and Safety – The RFO reviewed the Health and Safety statement and no changes needed.
- Model Publication Scheme – Cllr Collinson reviewed this document and queried class 2 regarding whether Members’ allowances and expenses should be by inspection only and class 7 regarding Burial ground where it says “No CPC administered burial grounds or closed churchyards” and whether this statement is accurate. The burial ground working party will look into this and bring it back to the next FLAC meeting.

21F/043. Kids club Holiday Club and Zone 1 rates – Kids club would like to run a holiday club in zone 2 (usual space) in the school holidays for which they cater for up to 15 children each day. FLAC recommends to full council a daily rate of £100 + VAT. Kids club are also hoping to be able to use Zone 1 on a more regular basis going forward and have asked for a sessional hire cost for the breakfast club and afterschool club, the committee felt that this should be revisited in 6 months’ time when we have a better idea of the usage in zone 1.

21F/044. Matter for consideration at the next meeting –

- Bank Reconciliation and Management accounts
- Procurement Procedure legislation from NALC for Financial Regulations and Standing Orders
- Complaint’s procedure
- Model Publication Scheme

21F/045. Date of next meeting – Thursday 29th April 2021

21F/046. Close of meeting – 8.43pm

Signed _____(Chair) Date_____