



Clerk: Mrs. L Rampton
Parish Council Office,
Winscombe Community Centre,
11 Sandford Road, Winscombe,
North Somerset BS25 1JA
Tel: 01934 844257 Fax: 01934 844292

A meeting of the Employment, Finance & Policies Committee was held on 10th April 2017, 7.30 p.m. Amesbury Room, Winscombe Community Centre

Committee Members Present: Mr C Ballard, Cllr C Boase, Cllr J Corry, Mr A Forbes, Mr K Joyce, Mr G Lloyd, Mr V Slater, Dr P Watkins, Mr J Westlake and Mr M Williamson (Chairman)

Guest Speakers: Bruce Stewart, Ann Barattini, and James Barattini on behalf of WinSpace

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Members of the public: One

- To receive apologies for absence.** None were received
- Declarations of interest and to consider & decide upon any requests for dispensation from members to allow them to participate in a discussion or vote on a matter in which he/she may have a disclosable pecuniary or non-pecuniary interest.** No interests were declared.
- To receive a request from members of the Winscombe Community Association WinSpace Committee regarding a grant application to Locality and the PC involvement in this.** A request was made that the WCA be permitted to apply for Locality Grant funding in the name of the Parish Council as Custodian Trustee for the centre. WCC is not an incorporated body at this time. Grant funding would cover preliminary reports and architects fees along with pre-planning application costs for a new centre. Grant monies would be paid to the PC, with invoices also to be settled by the PC. A check is to be made with PC Internal Auditors and HMRC to ensure this is allowable. **It is recommended to the Parish Council that WinSpace, on behalf of the Winscombe Community Centre be permitted to apply for Locality Grant Funding up to £10,000 in the name of the Parish Council, subject to satisfactory confirmation from Internal Auditors and HMRC.**
Proposed by CBo, seconded by JC, 9 in favour, 1 abstention
- Public Participation** There was none
- Minute Update from the previous committee meeting dated 16th January 2017.**
Min 4 – Revaluation of the WMRG Changing Rooms has taken place and insurance rebuilding cover adjusted accordingly.
Min 8c. – Adult exercise equipment has now been installed at the Recreation Ground. It was noted that units on attached signage are metric not imperial.
- Review of Budget summary reports 2016/17**
Copies of the bank reconciliation along with budget expenditure had been circulated to members along with agenda papers. It was noted that cemetery expenditure was 174% of the original budget. Two other budget heads had been exceeded due to necessary maintenance works in the WMRG Changing Rooms and Parish Office. Members attention was drawn to four areas of expenditure where budget funding from 2016/17 should be carried forward to 2017/18 budgets. Proposed by KJ, seconded by GLI, all members were in favour.
- Appointment of PKF LITTLEJOHN LLP as External Auditor to the Parish Council for the 2017/18 financial year** *Members to consider and disclose any conflicts of interest.* All members were reminded to consider and disclose any known conflicts of interest to the Clerk as soon as possible. The Clerk was asked to re-circulate advice regarding opting out of the appointment of external auditors by the Sector Led Body.
- To consider recommending approval of the Annual Return for the Financial Year ended 31st March 2017 to the full Parish Council, including:**

- i. **Parish Council Accounts for the 2016/17 financial year.** The accounts for the 2016/17 financial year, prepared on a receipts and payments basis should be presented to the Parish Council for approval. Proposed by CBa, seconded by KJ, All in favour
 - ii. **Section 1 - Annual Governance Statement, Box 1 - 8 of the Annual Governance Statement is recommended for completion to the Parish Council as 'yes' and with box 9 completed as N/A.** Proposed by AF, seconded by VS. All members were in favour.
 - iii. **Section 2 – Accounting Statements 2016/17 The completed Accounting Statements was recommended for approval by the Council.** Proposed by KJ, seconded by VS. All members were in favour.
 - iv. **Section 4 – Annual Internal Audit Report to 31st March 2017 to be completed by Auditor during final inspections for the period – visit scheduled for 18th April.** Audit inspection date for the last two month period of the 2016/17 financial year was given to the meeting with members being encouraged to meet and ask questions of our auditor.
- 9. Consideration of the following financial proposals:**
- i. **Purchase of a lawn mower at a cost of £399 (incl vat) for maintenance of the grass area by the adult exercise equipment at the WMRG.** Cllr Ballard advised members that the DR cutter, owned by the PC converts to a lawn mower. It was recommended to the Parish Council that a lawn mower is not purchased. Proposed by CBa, seconded by CBo, all in favour.
 - ii. **Purchase of a hitch lock for the Parish Council owned trailer at a cost of £75 (plus vat) It is recommended to the PC that a hitch lock for the Parish Council owned trailer is purchased at a cost of £75.** Proposed by GLL, seconded by CBa, 9 in favour, 1 against
 - iii. **To increase the grass cutting frequency to weekly for the Sandford Winnowing End Play Area at a cost of £25 per cut It is recommended to the PC that grass cutting frequency for the Winnowing End Play Area is increased to weekly when required at a cost of £25 per cut.** Proposed by AF, seconded by JW. All in favour
- 10. Unity Bank Account – to consider the following matters:**
- i. **to decide when to start using the account as the main PC Business banking account.** It was recommended to the PC that the Unity Bank business account now becomes the main account for every-day banking by the Parish Council and that payments, where possible are made via on-line banking. Proposed by AF, seconded by KJ. All in favour
 - ii. **to add additional Cllrs to authorise on-line payments** It is recommended that Cllr C Ballard be added to the five Parish Councillors already registered to authorise release of payments from the Unity Bank account. Other members wishing to be added to the on-line authorisation list should contact the Clerk as soon as possible.
 - iii. **to transfer funds from HSBC bank account.** It is recommended to the PC that as the FSCS limit has recently been increased to £85k, that a further £14k is added to the Nationwide Business Saver account, and that any excess funds above £84k in HSBC be transferred to the Unity Business account. Proposed by GL, seconded by CBo, all in favour.
- 11. To consider the following matters of procedure:**
- i. **Agenda items – to agree a deadline for requests and supporting paper.** Due to increasing numbers of agenda items, it was considered to be necessary to allow longer preparation time for meeting papers.
It was proposed that the deadline for submission of agenda item requests along with all supporting papers for all council and committee/group meetings are submitted to the Parish Office 10 days in advance of the meeting (i.e. for Monday meetings, deadline would be midday on the Thursday before the agenda is to be issued). Leeway should only be allowed for time-sensitive responses. Proposed by MW, seconded by KJ
- An amendment was made to the resolution that the 10 day ruling only apply for items requiring further investigation. All other agenda items should be submitted 7 days in advance of the meeting.
Proposed by CBo, seconded by JC, 2 in favour, 8 against **MOTION FAILED**
It is recommended to the PC that the deadline for submission of agenda item requests along with all supporting papers for all council and committee/group meetings are submitted to the Parish Office 10 days in advance of the meeting (i.e. for Monday meetings, deadline would be midday on the Thursday before the agenda is to be issued). Leeway should only be allowed for time-sensitive responses.
Proposed by MW, seconded by KJ 8 in favour, 2 against
- ii. **Office telephone contact times.** It was noted that the office telephone line will not be answered after 5pm.
 - iii. **To consider the proposal; 'At any Parish Council, committee or group meeting, normally (as judged by the meeting Chairman), a councillor either presenting or supporting or opposing a single proposition should speak for up to a maximum of ten minutes. After this time the chairman should ask that councillor to sum up his/her contribution in one further minute and so give other councillors an opportunity to speak under this same ruling.'**

It is recommended to the PC that an addition to Standing Orders should be made: 'At any Parish Council, committee or group meeting, normally (as judged by the meeting Chairman), a councillor either presenting or supporting or opposing a single proposition should speak for up to a maximum of ten minutes. After this time the chairman should ask that councillor to sum up his/her contribution in one further minute and so give other councillors an opportunity to speak under this same ruling.'

Proposed by GLI, seconded by AF, 9 in favour, 1 abstention.

- iv. To reaffirm the procedure for dealing with amendments to resolutions at meetings.** Due to confusion from some members regarding the correct procedure, an extract from Charles Arnold-Baker publication 'Local Council Administration' had been circulated to members and a discussion took place on this topic.
- 12. To consider and review Parish Council Health and Safety Policy and Risk Assessments**
Risk Assessments – it was noted that daily, weekly and monthly back-ups of the computer systems take place on site with a monthly back-up stored remotely away from site. Consideration should be given to providing office staff with personal alarms for when working alone and also to the purchase of a small set of step ladders.
It was proposed that the risk assessments as presented are accepted for a further 12 month period.
Proposed by AF, seconded by CBa, all in favour
It is recommended to the PC that a new Health and Safety Policy, as amended by this meeting is adopted by the PC. Proposed by KJ, seconded by VS, all in favour
- 13. To receive a notice from NALC regarding Parish Precepts.** Consideration could be given to a 'bumper edition' of the Occasional Newsletter inviting comment from parishioners on intended spending.
- 14. Matters for information:**
- **Ilex Lane Bridge over the Strawberry Line** – the wall to the bridge had been struck possibly by a vehicle and damage should be reported to NSC.

Meeting Closed: 10.00 p.m.

Date of next meeting: Monday 14th August 2017

Signed _____ (E,F&P Chairman)

Date _____