



Clerk: Mrs. L Rampton
Parish Council Office,
Winscombe Community Centre,
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North Somerset BS25 1JA
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**A Meeting of the Employment, Finance & Policies Committee was held on
Monday 6th November 2017, 7.30pm at the Winscombe Community Centre, Amesbury Room**

Group Members Present: Mr A Forbes (AF), Mr K Joyce (KJ), Mr G Lloyd (GLI), Mr J Westlake (JW) & Committee
Chairman Mr M Williamson (MW)
Clerk: Mrs L Rampton (LR) **Public:** None

Recommendations to the full council for approval are highlighted in red below.

- 1 **To receive Apologies for Absence** – apologies were received from Parish Councillors C Ballard, C Boase, J Corry, V Slater and P Watkins
- 2 **Declarations of interest by Councillors, & Clerk to consider dispensation requests from members to allow them to participate in a discussion or vote on an item in which he/she may have a disclosable pecuniary or non-pecuniary interest.** No interests were declared.
- 3 **Public Participation** – there was none
- 4 **Minute Update from the previous meeting held 14th August 2017.**
Min 5a – installation of hard-wired panic attack buttons in the Parish Office. Fitting of two buttons had been scheduled for 14th November.
- 5 **To review cover provided under the Local Council Policy Insurance Schedule**
With it being noted that the newly installed Pirate Ship at the Wincrowing End Play Area had been added to the policy schedule, and with the address for Cllr G Luckett to be updated in the personal accident section of the policy, the insurance policy document was accepted for a further 12-month period. Proposed by AF, seconded by KJ, all members were in favour
- 6 **To review budget summary reports to 30th September 2017 *Annex 1***
Reports of the accounts to the end of September 2017 had been prepared and circulated in advance of the meeting. These were considered along with the bank reconciliation and bank statements. The Clerk answered questions in relation to the grass-cutting budget along with outstanding payments and receipts at month end.
 - a. **To agree a local club to 'man' the Woodborough Road closure points on 6th December (in return for a donation of £250 towards club funds) for the annual Christmas shopping evening.** An invitation had been extended to all local groups to apply to the Parish Council to man the road closure points through an article in the September edition of The Occasional Newsletter.
With the rugby club being the only group to apply to assist with closure points for the late night Shopping Evening on 5th December, a donation of £250 should be made to club funds in return for this service.
Proposed by KJ, seconded by JW, all were in favour.
- 7 **To receive a report from Parish Council Internal Auditor for the period April – September 2017 along with an Audit Report and Risk Assessment of Financial Systems and Internal Controls *Annex 2***
MW had met with appointed Internal Auditors at the recent inspection and reported that no issues of concern had been raised. Changes to the General Data Protection Regulations (GDPR) in May 2018 were highlighted with the full implication for Parish Councils not yet known. *With no areas of concern being noted, the Internal Audit report letter (April – September 2017) and Risk Assessment of Financial Internal Controls were accepted by the Committee.* Proposed by GLI, seconded by KJ, all in favour
- 8 **Budget Planning 2018/19** – a request that ideas for possible projects in the next financial year are submitted to the office as soon as possible was made and group chairmen and spokespersons were reminded that their budget requests were required no later than 18th December 2017. Suggestions that could be considered in the 2018/19 precept request included a small contribution to the purchase and installation of a space net for the Recreation Ground (largely funded through a section 106 agreement from The Chestnuts housing development), refurbishment of The Woodborough Road public conveniences, additional CCTV and security for the Recreation Ground and further contributions towards earmarked reserves for improved LED street lighting for the parish (likely cost for street lights was circa £70k).

- 9 **To commence a review of Parish Council Standing Orders, Financial Regulations and adopted policies – to commence the review with Financial Regulations**
Considerable discussion took place with regard to the draft document prepared by the Clerk and circulated with meeting agenda papers. The regulations had been tailored (where permissible) to suit this Parish Council from the model regulations issued by the National Association for Local Councils (NALC).
With amendment to the Financial Regulation draft as agreed at this meeting, the document should be presented to the Parish Council for adoption. Proposed by KJ, seconded by GLI, all members were in favour
- 10 **To consider a Government consultation on updating disqualification criteria for local authority members.** Members sought clarification as to who was the 'local authority' in the ALCA briefing paper in 'Section 1 of The Detail' – Parish or Unitary Authority? Notification of the consultation should be included on the November Clerk's Report to allow members to submit individual responses to the consultation before the closing date of 5pm on 8th December 2017.
- 11 **Matters for Information.** There were none

Meeting Closed: 9.00 pm.

Date of next meeting: Monday 15th January 2018

Signed _____ (E,F&P Chairman)

Date _____