



## A meeting of the Employment, Finance & Policies Committee was held on 18<sup>th</sup> April 2016, 7.30 p.m. Amesbury Room, Winscombe Community Centre

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

**Other Parish Councillors Present:** Mrs M Ballard

**Clerk:** Mrs L Rampton

**Members of the public:** One

1. **To receive apologies for absence.** Apologies were received from Parish Councillor Ms C Boase
2. **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.
3. **Public Participation** There was none
4. **Minute Update from the previous committee meeting dated 18<sup>th</sup> January 2016.**

*Min 9* – The Nationwide business saver account is now open with agreed funds transferred across and the process of opening a new bank current account with Unity is underway.  
*Min 11 n.* – finance for the Sandford School crossing patrol service will be considered by the Parish Council April meeting following a further meeting between the Chairman and School Head Teacher.  
*Min 11 l & p* – A check for any planning permission that may be needed for the skate park and gym equipment at the recreation ground is currently being made. A report will then be submitted to the Parish Council for consideration before borrowing approval is sought.
5. **Review of Budget summary reports 2015/16**

Copies of the bank reconciliation along with budget expenditure had been circulated to members along with agenda papers. Questions concerning interest rate and borrowing terms for council loans were answered.
6. **Appointment of Grant Thornton UK LLP as External Auditor to the Parish Council for the 2015/16 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.
7. **To consider recommending approval of the Annual Return for the Financial Year ended 31<sup>st</sup> March 2016 to the full Parish Council, including:**
  - i. **Parish Council Accounts for the 2015/16 financial year.** *The accounts for the 2015/16 financial year, prepared on a receipts and payments basis should be presented to the Parish Council for approval.*
  - 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 JW, seconded by KJ. All members were in favour.*
  - iii. **Section 2 – Accounting Statements 2015/16** *The completed Accounting Statements was recommended for approval by the Council.* *Proposed by AF, seconded by CBa. All members were in favour.*
  - iv. **Section 4 – Annual Internal Audit Report to 31<sup>st</sup> March 2016 to be completed by Auditor during final inspections for the period – visits scheduled 26<sup>th</sup> April & 17<sup>th</sup> May**

Dates for the collection and return of files for the last three month period of the 2015/16 financial year were given to the meeting with members being encouraged to meet and ask questions of our auditors.
8. **Consideration of the following grant applications received:**
  - i. **MS Therapy Centre - £250 towards short-term physiotherapy for newly diagnosed patients.**

*It was proposed that a small grant of £250 is made to the MS Therapy Centre as part funding for the physiotherapy department that assist two members from this parish. Proposed by AF, seconded by GLI, all in favour.*
  - ii. **Winscombe football club - £1,000 towards replacement pitch railings at recreation ground**

As some documentation required as part of the application was not present, it was proposed that consideration of this grant is deferred to a future committee meeting when all required information has been submitted. Proposed by PW, seconded by VS, all members were in favour.

Some variation was noted in the format of the two submitted grant application forms and therefore the required information on the application form will be considered along with submission dates for grant applications at the next meeting of the committee.

**9. To consider a renewal of Employee Accident and Sickness insurance cover**

It was proposed that the annual personal accident and sickness policy for Winscombe & Sandford Parish Council is renewed at a premium of £298.94. Proposed by GLI, seconded by AF, all members were in favour.

Clarification should be sought that 'total incapacity' as identified in the demands and needs statement is being met through 'total disability' in the quotation.

**10. Notification – changes to Council Tax Support Grant 2017/18 onwards**

A letter from NSC Head of Finance and Property had been circulated to members. This advised that due to government funding reductions, the Council Tax Support Grant paid to Parish Councils from the Revenue Support Grant will be withdrawn over the next three years and will be nil in 2019/20.

**11. Notification – Non-domestic rates – changes to discretionary rate relief from April 2016**

All recipients of discretionary rate relief will be reviewed against a new policy for awarding this. Whilst many recipients will continue to receive support from NSC under the new scheme in April 2017, these will be subject to regular review. Winscombe and Sandford Parish Council currently receive discretionary relief on the public conveniences, and the sports clubs also receive relief on the changing rooms at the WMRG.

**12. NALC legal briefing and topic note – Public Contracts Regulations 2015 & procurement**

NALC legal briefing and topic notes (L05-15 and LTN 87) had been circulated to members in advance of the meeting. NALC has also produced a guide to understanding procurement.

**13. Matters for information:**

- **CiLCA** – the Chairman offered congratulations to the Clerk for passing the local government qualification. In line with the contract of employment, it should be recommended to the Parish Council that the Clerk's salary be increased by one spinal column point to SPC 39 with effect 1<sup>st</sup> May 2016.
- **Local Council Award Scheme** – a booklet detailing the various levels of Awards that could be achieved was circulated to all members present at the meeting. This will be included as an agenda item for discussion at the next committee meeting.
- **Neighbourhood Development Plan Questionnaires** – all data from the hard copy version of the questionnaire has now been entered onto the on-line system and the data is being analysed. Due to UWE students not being available to assist with inputting this information, the Chairman had agreed 5 additional hours overtime for the Clerk and Office Assistant to complete this.

**Meeting Closed: 8.45 p.m.**

**Date of next meeting: Monday 15<sup>th</sup> August 2016**

Signed \_\_\_\_\_ (E,F&P Chairman)

Date \_\_\_\_\_