



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 Monday 15<sup>th</sup> August 2016, 7.30pm at the Winscombe Community Centre, Amesbury Room

**Group Members Present:** Mr C Ballard (CBa), Mr A Forbes (AF), Mr K Joyce, Mr G Lockett (GLu), Mr V Slater (VS), Dr P Watkins (PW), Mr J Westlake (JW) & Mr M Williamson (MW)

**Other Parish Councillors present:** None

**Clerk:** Mrs L Rampton (LR)

**Public:** One

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

- 1 **To elect a Committee Chairman & to receive the declaration of acceptance of office** – Cllr M Williamson was proposed by AF, seconded by VS, and with the exception of MW who abstained from the vote, all members were in favour. The declaration of acceptance of office was duly signed and received by the Clerk.
- 2 **To receive Apologies for Absence** – apologies were received from Parish Councillors C Boase (CBo) and G Lloyd (GLI).
- 3 **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.
- 4 **Public Participation** – there was none
- 5 **Minute Update from the previous meeting dated 18<sup>th</sup> April 2016.** There were none other than those included as agenda items for discussion at this meeting.
- 6 **To review budget summary reports for 2016/17**  
Reports of the accounts to end July 2016 had been prepared and circulated in advance of the meeting. These were considered along with the bank reconciliation and bank statements. Questions in relation to precept instalment payments, VAT rebate, loan repayments and cheques not yet presented for payment as at 31<sup>st</sup> July 2016 were answered by the Chairman and Clerk.
- 7 **To consider taking part in the New Local Council Award Scheme**  
At the request of Cllr Watkins, and in view of the Avon Local Councils Association (ALCA) encouragement that all local councils consider participation in the Award scheme, this item had been included for discussion at this meeting.  
Foundation level of the scheme demonstrates that the council is operating legally, to an acceptable standard and should be achievable by all local councils. Members discussed the requirements to publish specified information on-line and the passing of a resolution at a full council meeting confirming existence of documentation such as an asset register and up-to date insurance policies that mitigate risks to public money. In ALCA communication, it is considered that Foundation level of the scheme could potentially be achieved through the efforts of an efficient Clerk, whereas the Quality Award focuses more on the efforts of councillors and their involvement in projects and council initiatives. Aside from receiving a certificate and being permitted to display the Award scheme logo on the council website and letter heads, members failed to see any benefit to the Parish Council but noted that registration and accreditation fees totalling £100 would be payable for the Foundation Level Award.  
**It was proposed that steps are taken to meet the requirements of Foundation Level of the Award but that Winscombe and Sandford Parish Council does not register for accreditation through NALC.**  
**Proposed by MW, seconded by CBa, all members were in favour.**
- 8 **To review and suggest changes to the current Parish Council Grant Application form and submission dates for applications**  
Proposed changes to simplify the current form and to ensure correct cross referencing with guidance notes from PW and CBo were considered by those present at the meeting. To allow other suggestions to be included, councillors were requested to submit any further proposals to the Clerk by 22<sup>nd</sup> August 2016. The modified form would then be included as an agenda item for discussion at the next committee meeting.

- 9 To consider re-valuation of Parish Council owned property for insurance and asset register purposes.**  
A member had queried the seemingly high 'sum insured' cost for the sports changing rooms, and therefore through the council insurers a cost for revaluation of the asset of £350 was obtained.  
It was requested that LR ascertain potential savings in premiums should the sum insured be reduced significantly and that a formal re-valuation of the property is not carried out at this time.
- 10 To consider funding outings for local groups – Cllr V Slater**  
It was considered that applications could be submitted through the Parish Council small grant scheme for this purpose and that separate funding is not required. The grant scheme could be further promoted through an article in the next Occasional Newsletter.
- 11 To consider Councillor and Staff authorisation levels for Unity Bank account and to recommend an amount of £500 to open account.**  
Recommendations to the full Parish Council for consideration:
- a** That the Parish Council opens a bank current account with Unity Trust Bank plc. with an initial deposit of £500. A copy of the resolution and declaration (section 6 of the application form) along with a copy of the bank's Terms and Conditions was produced to the meeting. The terms and conditions were approved and declaration agreed.
  - b** For internet banking purposes, **triple authority level** should be requested whereby one user submits the payment and two other users authorise the payment.
  - c** **Access Levels:**  
The Clerk and Finance Assistant should be authorised to view the accounts and submit payments for authorisation (unable to authorise payments) (VS)  
Parish Councillors (wishing to be able to release payments) should be authorised to view the accounts and authorise payments (unable to submit payments) (VA)  
The Clerk should be set as the Internet Banking Administrator.  
Access level where a single user could view the accounts, submit and authorise payments (VSA) should not be used.
- 12 To receive notification of updated ALCA and NALC briefing and legal Topic notes**  
ALCA - local associations information service – New Governance and Accountability Guide. April 2016  
NALC Legal Topic Note LTN60 July 2016 – Copies of Planning Documents.  
NALC Legal Topic Note LTN 69 July 2016 – Anti-Social Behaviour and Harassment.
- 13 Matters for Information**
- **Planning Committee meeting 22<sup>nd</sup> August cancelled** – as no planning applications have been received for consideration, the scheduled meeting has been cancelled. Details of current consultations have been circulated and comments for inclusion in a Parish Council response should be submitted to the office before close of business on Thursday 18<sup>th</sup> August 2016. These responses, along with August bills being authorised for release will be considered at a meeting of the Chairman's Committee on Monday 22<sup>nd</sup> August, 2pm in the Parish Office. All members were invited to attend.
  - **Award Land** –JW reported some items being removed by persons unknown.

Meeting Closed: 9.00 pm.

Date of next meeting: Monday 7<sup>th</sup> November 2016

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

Date \_\_\_\_\_