



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 7th November 2016, 7.30pm at the Winscombe Community Centre, Amesbury Room

Group Members Present: Mr C Ballard (CBa), Ms C Boase (CB0), Mr A Forbes (AF), Mr K Joyce, Mr G Lloyd (GLI),
Mr V Slater (VS), Dr P Watkins (PW), Mr J Westlake (JW) & Mr M Williamson (MW)

Other Parish Councillors present: Mrs M Ballard

Clerk: Mrs L Rampton (LR)

Public: One

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

- 1 **To receive Apologies for Absence** – no apologies had been received.
- 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 15th August 2016.**
Min 11 Unity bank account – a new Parish Council account is in the process of being opened.
- 5 **To review cover provided under the Local Council Policy Insurance Schedule**
With it being noted that goal posts on the football training area at the WMRG had been added to the policy schedule, and with Mr C Sampson to be removed from the personal accident section of the policy, the insurance policy document was accepted for a further 12 month period. Proposed by AF, seconded by CBa, all members in favour
 - a. **to consider revaluation of the WMRG Changing Rooms for insurance and asset register purposes**
As requested at the previous meeting, the Clerk had circulated details of potential premium savings should the insured value of the changing rooms be significantly reduced. A cost to revalue the asset of £350 had been quoted by our insurance company recommended valuers. Members requested that an alternative quotation is obtained prior to instruction being issued.
It was proposed that as a formal valuation of the WMRG Changing rooms had not been carried out in the previous 10 year period that a professional re-valuation for rebuild purposes is instructed at a cost of up to £350. Proposed by CBo, seconded by GLI, all members were in favour.
- 6 **To review budget summary reports to 30th September 2016 Annex 1**
Reports of the accounts to end September 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 the outstanding cheque listing and financial services compensation scheme were answered by the Clerk.
 - 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.**
With the rugby club being the only group to apply to assist with closure points for the late night Shopping Evening on 6th December, a donation of £250 should be made to club funds in return for this service. Proposed by KJ, seconded by VS, all in favour.
 - b. **To consider the purchase of a trailer for Orderly use at a cost of £911**
It was proposed that a trailer with heavy duty jockey wheel and rear prop stands is purchased for use by Parish Council Orderlies and others at a cost of £911. Proposed by GLI, seconded by VS, all in favour
Monies to be deducted from the community heading in PC budgets.
Parish Council insurers should be advised to the storage location and occasional personal use of the trailer.
 - c. **To consider what action, if any is to be taken with regard to an abandoned mini-bus at the WMRG**
An old minibus previously used to transport football club players to matches has been parked in the Recreation Ground carpark unused for over a year and a check has ascertained that the vehicle no longer has an MOT and is SORN. It was proposed that a formal letter is sent to the owners (copied to the Chairman of Winscombe Football Club) requesting that this is removed by the end of November 2016 otherwise a rental charge of £25 per day will be charged. Proposed by AF, seconded by VS, all in favour.

- 7 **To receive a report from Parish Council Internal Auditor for the period April – September 2016 along with an Audit Report and Risk Assessment of Financial Systems and Internal Controls *Annex 3***
Although changes are made to adopted standing orders and financial regulations on an ad-hoc basis, a full review is due to commence May 2017. *With no areas of concern being noted, the Internal Audit report letter (April – September 2016) and Risk Assessment of financial internal controls was accepted by the committee.* Proposed by KJ, seconded by VS, all in favour
- 8 **Budget Planning 2017/18** – 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 not later than 12th December 2016. The reduction in Council Tax Support Grant from NSC for 2017/18 was noted and a member enquired if the Parish Council would be able to choose a company to carry out a referendum should those principles be applied in 2018/19?
- 9 **To review and suggest changes to the current Parish Council Grant Application form and submission dates for applications *Annex 4***
Considerable discussion took place with regard to the current grant application form and accompanying guidelines and the documents as amended should be submitted to the Parish Council for adoption.
- To consider a request for the introduction of a policy for dealing with Planning Consultations.** This agenda item was withdrawn by CBo.
- 10 **Matters for Information**
- ***Automatic Enrolment*** – the Pensions Regulator has confirmed that this Parish Council has completed their declaration of compliance with the Pension Regulator under the Pensions Act 2008.
 - ***HSBC Burnham-on-Sea*** is to close on 27th January 2017.

Meeting Closed: 9.05 pm.

Date of next meeting: Monday 16th January 2017

Signed _____ (E,F&P Chairman)

Date _____