



Clerk: Mrs. L Rampton  
Parish Council Office,  
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## A meeting of the Employment, Finance & Policies Committee was held on 15<sup>th</sup> April 2019, 7.30 p.m. Amesbury Room, Winscombe Community Centre

### Those present at the meeting

#### Committee Members:

Cllr J Corry, Mr A Forbes, Mr K Joyce, Mr G Lloyd, Mr J Westlake and  
Mr M Williamson (Chairman)

#### Clerk:

Mrs L Rampton

#### Members of the public:

One

#### Committee members absent:

Mr C Ballard, Ms C Boase, Mr G Lockett, Mr G Paterson, Mr V Slater and  
Dr P Watkins

- To receive apologies for absence.** Apologies had been received from Cllrs Boase, Paterson, Slater and Watkins
- 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.
- Public Participation** *The Chairman suspended the meeting to allow members of the public to address the committee.*  
Agenda item 8 i) Councillors home addresses on notice-boards – a suggestion was made that to allow Parish Councillors to be easily contactable, consent of individual councillors could be obtained?  
*With no further matters raised, the Chairman reconvened the meeting.*
- Minute update from the previous committee meeting dated 14<sup>th</sup> January 2019.** There were none.
- To carry out a review of the effectiveness of the system of internal control.** The Parish Council is responsible for reviewing the Annual Governance Statement, reviewing and approving other aspects of the Council's governance framework and for approving, monitoring and reviewing the outcome of audit activity. The review was reported to be about the effectiveness of internal control rather than the process and based on the assurance of the Parish Council internal controls and management of risk along with the Accounts and Audit (England) Regulations 2015 and the requirement to review the system of internal control. The review of subject areas covered by the internal audit report and risk assessment of financial systems of internal controls along with previously reported external auditor opinion was considered and accepted by committee members.  
**It was recommended to the Parish Council that the review of the effectiveness of the system on internal control by this committee be accepted.** Proposed by GLI, seconded by KJ, all in favour.
- Review of Budget summary reports 2018/2019**  
Copies of the bank reconciliation, bank statements and a summary of budget expenditure had been circulated to members along with agenda papers. A further paper detailing sub-heads for budgets and expenditure incurred along with % budgets spent for the 2018/19 financial year had also been distributed and was explained to members at the meeting. Areas of expenditure in sub-headings breaching original budgets set were explained, but main areas of note were for the Play Areas with the urgent replacement of a cantilever swing for Sandford play area being instructed by the Parish Council due to health and safety reasons along with planned Cemetery improvement works being taken from ear-marked reserves held for that purpose. The Clerk answered questions from councillors in relation to an increase in working hours for two staff members and the sports changing room loan outstanding balance and term remaining. NSC should be asked if a portion of unused grant monies originally awarded for the improvement of the Woodborough Road Public Conveniences could be used towards the 2019 planned refurbishment works and possibly the addition of a drinking fountain in the vicinity. The NSC Parish Liaison Officer had previously been investigating an offer to a neighbouring authority from Bristol Water for the supply of 'free' drinking fountains and a follow up to this enquiry should be made.

7. **To consider recommending approval of the Annual Return for the Financial Year ended 31<sup>st</sup> March 2019 to the full Parish Council, including:**
- i. **To recommend adoption of a Parish Council Investment Strategy and Policy.** In an Internal Auditor Report to the Council (dated 28<sup>th</sup> February 2019, and presented to the full Parish Council at its meeting on 25<sup>th</sup> March 2019) awareness was raised for the change in requirement issued by the Secretary of State in 2018 stating that all Town and Parish Councils with investments over £100,000 must have, and publish an Investment Strategy. Guidance defines investments as all financial and non-financial investments. Cash in bank qualifies as an investment for these purposes and therefore Winscombe and Sandford Parish Council must adopt and publish such a policy as required under s15 (1) (a) para 14 of the Local Government Act 2003 for local authorities. An Investment Strategy and Policy had been prepared by the Clerk and circulated to members in advance of the meeting.  
It was recommended to the Parish Council, that the Investment Strategy and Policy, being the manner in which the Parish Council had previously invested monies, be adopted by the Parish Council.  
Proposed by KJ, seconded by AF, all in favour
  - ii. **Parish Council Accounts for the 2018/2019 financial year.**  
It was recommended that the accounts for the 2018/19 financial year, prepared on a receipts and payments basis should be presented to the Parish Council for approval. Proposed by AF, seconded by GLI, All in favour
  - iii. **Section 1 - Annual Governance Statement.**  
*Subject to satisfactory completion of the final two month period of the 2018/2019 financial year by internal auditor, 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 KJ, seconded by JW. All members were in favour.
  - iv. **Section 2 – Accounting Statements 2018/2019**  
*Subject to min 7(iii) above and the inclusion of outstanding Parish Council borrowing at 31<sup>st</sup> March 2019, the completed Accounting Statements was recommended for approval by the Council.* Proposed by AF, seconded by KJ. All members were in favour.
  - v. **Section 4 – Annual Internal Audit Report to 31<sup>st</sup> March 2019** would be completed by the auditor during final inspections for the period – visit scheduled for 23<sup>rd</sup> April. Members were encouraged to meet and ask questions of our auditor during her final visit for the 2018/2019 financial year. The inspection would cover the February and March 2019 period and include completion of the Internal Audit section of the Annual Return. This would then be presented to the full Parish Council at a meeting on 29<sup>th</sup> April.
8. **To consider the following suggestion (GDPR compliance)**
- i. **Parish Councillor home addresses to be removed from notice boards?**  
In order to promote parishioner contact with Parish Councillors, and for ease of those parishioners that were not IT enabled, with the consent of individual Councillors, home addresses and telephone numbers should remain on Parish Council notice-boards. Proposed by GLI, seconded by KJ. All members were in favour
  - ii. **Resolutions at meetings – the names of those proposing and seconding a motion to no longer be recorded in the meeting minutes?** In order to continue to promote transparency, the names of those proposing and seconding a motion should continue to be recorded in Parish Council and Committee minutes. This matter should be revisited should an elected or co-opted member exercise their right for their personal information to be removed from Parish Council records. Proposed by GLI, seconded by JW. All members were in favour.
  - iii. **Declarations of interest & request for dispensation – Parish Council or Committee to consider and decide on dispensation requests rather than delegating the power?** In order not to prolong debate at meetings, the committee preferred to retain the current procedure where requests for dispensation were decided by the Clerk or nominated deputy. As was currently the case, the council had the right to consider requests in sensitive or controversial cases, or to overturn the Officer recommendation if there was general disagreement with the decision. Proposed by JW, seconded by KJ. All members were in favour.
  - iii. **Parish Council to adopt a Councillor Privacy Notice?** With it being added that the Parish Council would publish home addresses (noticeboards) and telephone numbers (noticeboards and website) along with consent of the member to receive meeting agenda via their dedicated email address, **the Privacy Notice should be recommended for adoption by the Council.** A signature section should be added to the form to note acceptance. Proposed by AF, seconded by KJ. All members were in favour.
9. **Staffing matters – to authorise payment of holiday entitlement for a Casual Orderly.** With a recent check of the .GOV.UK website, it was noted that workers with irregular or zero-contract hours are entitled to the payment of statutory holiday entitlement based on actual hours worked. **It was proposed that payment is made to the Handyman**

Orderly for the 2017/18 and 2018/19 holiday years using the .GOV.UK calculator (based on 155 hours worked) of 19 hours holiday pay. Proposed by GLI, seconded by AF. All members were in favour.

**10. To consider and readopt Parish Council Health and Safety Policy and Risk Assessments – a full review of these documents to take place at the August Committee meeting.**

Risk Assessments – it was noted that the issue with damp in the council offices had yet to be resolved. MW would raise this matter with the landlord.

*It was proposed that the risk assessments and H&S policy as presented are accepted for a further 5-month period. Proposed by AF, seconded by JW, all in favour*

**11. Consultation on the new Code of Audit Practice – NALC request for responses to questions 17,18 & 19**

The consultation document was noted. No response should be submitted on behalf of the council.

**12. To review and update 'Terms of Reference' for the War Memorial Recreation Ground Advisory Committee**

*The WMRG Advisory Committee Terms of Reference was considered at length, and with amendment, recommended to the Parish Council for adoption.* Proposed by AF, seconded by GLI. All members were in favour.

**13. Matters for information:** There were none

**With there being no further business, the meeting closed at 9.35 p.m.**

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

Date \_\_\_\_\_