

Minutes of the meeting of the Finance and Planning Committee held on **3rd June 2009** at 7:30pm in the Parish Office, Neath Hill Local Centre.

Present Cllr Stabler (Chair), Cllr Allum, Cllr Byfield, Cllr Foskett, Cllr Markley, Cllr Mace, Cllr McMillan, Cllr Pickhaver, Cllr Teesdale, Cllr Tripp, Cllr Williams. Cllr Wallis,

Three members of the public present

1. **To receive apologies** Councillors consented to the absence of Cllr Loftus, Cllr Macaulay and Cllr Rose.
2. **Declaration of members interests** none
3. **Minutes of the last meeting** held on the 6th May 2009 were agreed as a true record; these were proposed by Cllr Allum and seconded by Cllr Allum. All agreed
4. **Public Question time** – the meeting was adjourned at 7:33pm and recommenced at 7:47pm..
5. **Matters arising** – none
6. **Communications group** – none
7. **Members & Staffing Group**
 - a. Resolution to agree to the formulation of a staff complaints committee. Proposed by Cllr Teesdale, seconded by Cllr Allum all agreed.
 - b. Resolution to agree to the increase in administration hours from 36 hours a month (9 morning sessions) to 60 hours a month (15 morning sessions). Proposed by Cllr Tripp, seconded by Cllr Williams, all agreed.
 - i. *The administration contract should be varied to show that the monthly working hours would be a minimum 36 hours guaranteed a month and when workloads dictate this would increase to a maximum of 60 hours a month.*
 - c. Resolution to agree to the change of requirement for the manning of the office. The Parish Manager should ensure that where possible the office will be open between the hours of 9am to 4pm. Proposed by Cllr Markley, seconded by Cllr Tripp , all agreed.
8. **Internal Audit report**
 - a. **Internal scrutiny**
 - i. Review of the Standing Orders and Financial Regulations to be circulated to all Cllrs. Any comments to be sent to PM by 15th June. To be agreed at Full Council meeting.
 - ii. Internal scrutiny process to be reviewed by PM, Cllr Wallis and Cllr Mace
 - iii. Risk Assessment process to be reviewed by Cllr Teesdale and PM
9. **Planning**
 - a. **Updates** information provided by Cllr Stabler
 - b. **Environment Policy Development Committee** – information provided by Cllr Stabler

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- c. **Bus Stop Works** PM was asked to contact Mouchel re the following
- i. Request for an overall plan of bus works on St Ledger Drive
 - ii. Route 659 Councils preference is for option 1. This is due to issues with turning into Lodge Gate, existing bus stop has been adequate for last 30 years, privacy of residents in Lodge Gate.
 - iii. Route 640 – what are the implications to the no stopping regulations outside the school if the lay-by is discarded
 - iv. Why are there no smoking signs in the shelters?
 - v. Are bus shelters being recycled? Could they be given free to GLPC?
- d. **Applications:**
- i. 08/00095/FUL 101 Mullen Avenue Appeal upheld
 - ii. 09/00673/FUL 28 Gibbwin No comments as this is not a planning application issue, due to no material change to building
 - iii. 09/00715/FUL 24 St Stephens Drive Already reviewed
 - iv. 09/00771/FUL 29 Boulters Lock No comments
 - v. 09/00673CLEUD Church House Hotel Giffard Park report comments drafted by Cllr Stabler were agreed by the committee

10. Financial

- a. Retrospective agreement to the purchase of a PC due to immediate need. Proposed by Cllr Allum seconded by Cllr Wallis all agreed
- b. Agreement to purchase pc support proposed by Cllr Teesdale, seconded by Cllr Allum all agreed
- c. Review and agreement of revised Standing Orders – as discussed
- d. Review and agreement of revised Financial Regulations – as discussed

11. **Items for future discussions** - none raised

12. **Date of the next meeting agreed as the 1st July**

Meeting closed at 9:03pm

Chair _____ Date _____