

Minutes of the meeting of the Finance and Planning Committee held on **3rd March 2010** at 7:30pm in the Parish Office, Neath Hill Local Centre.

Present: Cllr Stabler (Chair), Cllr Fitchett Cllr Foskett Cllr Markley Cllr McMillan, Cllr Tripp, and Cllr Teesdale.

1. **To receive apologies** Councillors consented to the absence of Cllr Allum (conference) , Cllr Macaulay (holiday), Cllr Pickhaver (holiday) Cllr Wallis (unavailable)

A moments silence was held in honour of Cllr Byfield who passed away on Sunday 28th February.

2. **Declaration of members interests** - Cllr Foskett noted a prejudicial interest in item 9b iv. PM as a committee member of the Memorial Hall also noted an interest.
3. **Minutes of the meeting held on the 3rd February 2010** were agreed as a true record; this was proposed by Cllr Tripp and seconded by Cllr Markley, all agreed.
4. **Public Question time** – no public present
5. **Matters arising –**

- a. Item 9 (a) (6) Budget. Precepts for all councils and comparative table for 20 urban parishes circulated and on rear wall. Cllrs should be familiar with precepts for other councils if asked to explain by parishioners
- b. Item 10 (a) Review of Parish Charter. Cllr Stabler has attended meetings of a P&TC working group who have drafted new Local Authorities Agreement to replace the Parish Charter. Draft circulated and all should read. Working group has suggested negotiating team of five councillors. Any concerns about the process or the membership of the negotiating team to be made by 12th March

6. **Communications group** – meeting to be held on the 11th March at 12:30 to discuss advertising and the summer programme

7. **Members & Staffing Group** – meeting to be arranged for March

8. **Planning applications**

- a. **Updates** - Cllr Stabler commented on;
 - i. Church House Hotel appeal but CLEUD for conference facilities
 - ii. 10/00077/FUL 20 Huntsman Grove parking, bin storage and roof lights being investigated by Planning Officer
 - iii. Appeal in Colesbourne Drive.
 - iv. Speed limit on Wolverton Road on rear wall, not satisfactory opposite Broadway Avenue.

- b. **Planning applications**

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| i. 10/00190 | Giffard Park School | Comments |
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It is suggested that the hedge and tree line should be left and the new fence set back so as to avoid the removal of the hedge or tree line and thus maintain the character of the environment

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| ii. 10/00288 | St Andrews Church | Application sent back to applicant |
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| iii. 10/00279 | 23 High Street | No Comments |
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9. **Financial**

- a. End of year governance

- i. Risk Assessment - recommendation to council to approve this documentation subject to the following comments
 1. *page 1* Business continuity insurance , PM to obtain a quote and also assess what is the landlords responsibility. Cllr Foskett to assist PM to develop a plan
 2. *page 1* agree the recommendation to Council that Fidelity Insurance be increased to £150k with an additional premium of £100
 3. *page 2* Recommend to Council that GLPC ask BALC to suggest Locum Clerk
 4. *page 4* Personal accident Insurance limited to under 80 years note PM awaiting quotation
 5. *page 5* Equality impact, Cllr Teesdale to provide necessary forms to assist councillors review the impact on the services and polices of the Parish Council.

This was proposed by Cllr Tripp seconded by Cllr Foskett all agreed.

- ii. Internal Scrutiny - the procedures as recommended by Cllr Markley and the PM were approved and accepted by the committee and signed by Cllr Stabler. This was proposed by Cllr Teesdale and seconded by Cllr Tripp.
- iii. Councillor responsibility for Internal Scrutiny – it was proposed by Cllr Fitchett and seconded by Cllr McMillan that Cllr Markley carry on with the responsibility for the this process.
- iv. Internal Auditor for 2009/10 financial year. PM obtained three quotes. The recommendation to Council is that Leep Accountancy be appointed at a cost of £450. This was proposed by Cllr Tripp and seconded by Cllr Foskett. All agreed

b. Other

- i. Purchase an annual contract for IT support services. PM obtained three quotes. It was recommendation to Council that SBS School Business Services be appointed at a cost of £500 per year plus £108 per year for off site backup. Budget provision NOT made for this item, budget to be identified by PM before approval. Proposed by Cllr Foskett, agreed by Cllr Fitchett and all agreed.
- ii. Request for Cllr training withdrawn
- iii. Freedom of Information policy and costs. This was agreed by the committee and would be recommended to council subject to the PM resolving comments raised by Cllr Stabler regarding partnership agreements. Proposed by Cllr Teesdale, seconded by Cllr Markley and all agreed.

At this point Cllr Foskett and PM left the room

- iv. Grant request for memorial hall for £227, this was proposed by Cllr Teesdale seconded by Cllr Tripp and all agreed.
- v. Grant request from MK Equality Council for an unspecified amount. This was rejected as the proper paper was not forthcoming from the applicant.

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

11. **Meeting closed at 8:29pm**

Chair _____ Date _____