

NOTICE OF MEETING

Finance & General Purposes Committee

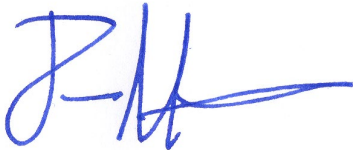
7.45pm on Tuesday 25 June 2019 at Parish Council Office

To Councillors

Ms Dulieu, Fitzwilliams, Strudley and Wilson

You are summoned to attend the meeting of the Finance & General Purposes Committee on Tuesday 25 June 2019 at 7.45pm

Any apologies for absence should be communicated to the Clerk ahead of the meeting.



Jason Mawer

Clerk to the Council

AGENDA

Meeting of the Finance & General Purposes Committee

7.45pm on Tuesday 25 June 2019 at Parish Council Office

Sound recording, photography, filming and use of social media at meetings that are held in public are permitted. Those wishing to record proceedings are however advised to contact the Parish Clerk for further information before the start of the meeting.

No.	Item	Page
001	Election of Chairman	3
002	Apologies for absence	
003	Declarations of interest Members are asked to declare any disclosable interest or affected interest in respect of any matter to be considered at this meeting.	
004	Minutes of the previous meeting To approve the minutes of the Finance & General Purposes Committee of 16 April 2019	4
005	Matters arising from the previous meeting	
006	Financial Report To consider and note the financial report to the end of May 2019	6
007	Policies for consideration To consider the draft Absence Policy and Equality and Diversity Policy	11
008	Banking mandate To review the banking mandate	17
009	Report from the Responsible Financial Officer to receive any updates	
010	Payments Payments for authorisation will be tabled at the meeting	
011	Date of the next meeting The next meeting will be on Tuesday 23 July 2019	18
012	Closure of the meeting	19

1. ELECTION OF THE CHAIRMAN OF THE PARISH COUNCIL

1.0 Purpose of this Report

- 1.1 This report covers the process for the appointment of the chairman of the parish council.

2.0 Election of the Chairman

- 2.1 The immediate past chairman of the committee shall preside for the first item until a new chairman is elected.
- 2.2 The chairman will call for nominations for the post of chairman. Members will nominate fellow members for the position. Following the nomination process, the nominees will be put to a vote by show of hands. Members should only vote once. If there is only one nominee, the matter should still be put to the vote.
- 2.3 To be elected, a member must receive a simple majority of attending members.
- 2.4 Where two or more members have been nominated and none of those people has received a majority of votes in their favour, the name of the person with the least number of votes shall be struck off the list and a fresh vote taken, this process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.
- 2.4 On election, the new chairman shall take the chair and preside over the meeting.

MINUTES OF THE PREVIOUS MEETING

held on **Tuesday 16 April 2019** at **7.45pm** in the **Warfield Parish Council Office**

Present: Councillors Ms Dulieu, Fitzwilliams, Harrison and M Jones. Cllr Wilson joined the meeting partway through

In attendance: The Parish Clerk

In the absence of Cllr Wilson, Cllr Harrison took the chair

F486. Apologies for absence

Apologies for absence were received from Cllrs Dr Barnard and Mrs Barnard.

F487. Declarations of interest

An interest was noted for Cllr Ms Dulieu who was receiving a payment of expenses under item F493.

F488. Minutes of the previous meeting

The minutes of the meeting of Wednesday 26 March 2019 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Ms Dulieu and seconded by Cllr M Jones and the minutes were **APPROVED** by members present.

Cllr Wilson joined the meeting

F489. Matters arising from the previous meeting

The Clerk advised members that discussions with Tesco's agent regarding rent had taken place.

F490. Internal Audit interim report

The Clerk circulated to members ahead of the meeting the internal audit interim report produced by Claire Connell and his response to the items raised.

Members noted the content of the report and the matters raised by the Internal Auditor and the actions of the Clerk. Members asked the Clerk to carry out further investigations into card payment options and payroll providers.

F491. Approved Contractors

The Clerk circulated to members ahead of the meeting proposals to amend the financial regulations to allow for the appointment of approved contractors. The Clerk explained the reasoning behind the appointment of approved contractors and the process of approval and the financial limits that would be applied.

Members agreed to recommend that the financial regulations be amended to include provision that the council may choose to appoint an approved contractor for specified works or activities for a period of up to three years. The appointment of the approved contractor and the specified works and activities would be agreed by full council and the decision recorded in the minutes.

For all works requested by the council, the approved contractor would be asked to provide a quote for approval. Where the works are valued at less than £10,000 ex VAT, the contractor could be authorised by the Clerk, council or an appropriate committee, to carry out the specified works (as per agreed approval limits). For all works valued at over £10,000, the existing three quotes rule will apply (with one of those being the approved contractor if they have provided a quote).

F492. Asset List

The Clerk circulated to members the asset list for the council as at 31 March 2019 and this was noted by the committee

F493. Accounts for payment

Members approved the signing of a direct debit mandate with Shorts Group for the provision of waste services to the council.

The following accounts were approved for payment:

Cheque Payments			invoice total
4615	Circle Cleaning Services	contract cleaning	£824.00
4616	Claire Connell	Internal Audit 2018	£232.50
4617	Suds Window Cleaning	window cleaning	£168.00
4618	Colleen Dulieu	Take & grow expenses	£32.00
4619	Friends of Jealotts Hill Landshare	donation for Take & Grow growing	£25.00
4620	HMRC	NI owing	£68.79
4621	Circle Cleaning Services	contract cleaning	£824.00
			<hr/>
			£2,174.29

F494. Items for Information

There were no items for information.

Cllr Harrison, attending his final meeting as a councillor, thanked all the members of the committee past and present for their support during his time serving on the committee.

F495. Date of the next meeting

The date of the next meeting would be agreed at the annual meeting but was provisionally set as 25 June 2019.

F496. Closure of the meeting

There being no further business, the meeting closed at 8.36pm

FINANCIAL REPORT TO END OF MAY 2019

1.0 Purpose of this report

1.1 This report contains the financial report to the end of May 2019. It contains the usual financial data, with the appropriate commentary where budget lines show a variance of 15% or more. This report covers the period to 31 May 2019 of the financial year.

2.0 Balances

2.1 As at 31 May, the councils reconciled bank account balances were as follow:

	Balance as per bank statement	Balance less unrepresented payments	
Lloyds Current Account	11,755.35	5,764.21	
Lloyds Deposit Account (instant access)	427,447.87	427,447.87	
Lloyds 32-day Deposit Account	132,093.54	132,093.54	
CCLA Public Sector Fund	0.00	0.00	
Caretakers Float	50.00	50.00	*
Total	571,346.76	565,355.62	

*not reconciled at last period end

2.2 Bank Account Transfers in the period

Date	From	To	Value
20 May 2019	Lloyds Current	Lloyds Deposit	£97,500

2.3 The councils balance sheet as at 31 May 2019 was as follows:

Balance Sheet as at 31 May 2019

Current Assets	£	£	£
Debtors	8,810		
VAT Control Account	1,510		
Prepayments ¹	1,972		
Lloyds Current	5,764		
Lloyds Deposit	427,448		
Lloyds 32-day Deposit	132,094		
CCLa Public Sector Fund	0		
Caretakers float	50		
	577,648		

Total Assets		577,648
---------------------	--	----------------

Current Liabilities

Creditors	0
Accruals ²	5,469
Income in Advance	2,049

7,517

Total Assets less Current Liabilities		570,131
--	--	----------------

Represented by

£

General Reserves	309,085
Reserves – CIL	155,737
Reserves – Elections	5,000
Reserves – Neighbourhood Plan	5,000
Reserves – Parish Facilities	25,000
Reserves – Whitegrove CC	2,000
Reserves – Brownlow Hall	44,475
Reserves – Frost Folly upkeep	23,834

570,131

1 prepayments figure is for insurance share for year 2019/20

2 accruals are made up of £5,400 for office service charges not charged.

3.0 Financial Report

- 3.1 The financial report showing the income and expenditure to 31 May 2019 is attached.
- 3.2 There are no significant variations (+15%) to report
- 3.3 Members should note that (4010) heating and light is in credit due to the carryover balance from 2018/19 relating to Whitegrove energy costs not being billed. Likewise (4600) Building improvements shows a credit from the carry over amount relating to the refurbishment of the Parish Office.

4.0 Recommendation

- 4.1 Members are asked to note the content of this report. Members are reminded that advance site of questions to the Clerk relating to this report will allow for answers to be given at the meeting.

Detailed Income & Expenditure by Account 31/05/2019

Month No : 2

Account Code Report

		Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<u>Expenditure Detail</u>							
4000	Rent	1	25,976	25,975		25,975	0.0 %
4010	Heat & Light	-2,673	10,423	13,096		13,096	-25.6 %
4015	Water	684	1,437	753		753	47.6 %
4025	Telephone & Broadband	59	1,364	1,305		1,305	4.3 %
4030	Postage	99	209	110		110	47.1 %
4035	Stationery	113	730	617		617	15.5 %
4036	Office printing	0	782	782		782	0.0 %
4040	Contract Cleaning	932	12,264	11,332		11,332	7.6 %
4045	Cleaning Materials	56	915	859		859	6.1 %
4050	Waste management	327	2,214	1,887		1,887	14.8 %
4060	Insurance	0	4,579	4,579		4,579	0.0 %
4080	Audit Fees	583	1,888	1,306		1,306	30.9 %
4085	Legal Fees	0	2,000	2,000		2,000	0.0 %
4090	Memberships	0	2,260	2,260		2,260	0.0 %
4095	The Wren	0	3,705	3,705		3,705	0.0 %
4100	Other Resident Communications	250	700	450		450	35.6 %
4105	Website	1,010	3,500	2,490	1,500	990	71.7 %
4110	IT Hardware	30	500	470		470	6.0 %
4115	IT Software	0	250	250		250	0.0 %
4120	Training	107	2,000	1,893		1,893	5.3 %
4125	IT licences	0	1,340	1,340		1,340	0.0 %
4130	RBS licences	0	1,285	1,285		1,285	0.0 %
4135	Data Protection	296	535	239		239	55.3 %
4200	Jealotts Hill Comm Lshare	8,424	8,424	0		0	100.0 %
4205	Frost Folly	0	2,500	2,500		2,500	0.0 %
4210	BFC Loan Repayment	0	8,191	8,191		8,191	0.0 %
4215	Planning & Development Issues	12	200	188		188	6.0 %
4216	Speed awareness	0	150	150		150	0.0 %
4225	Youth Provision	0	2,570	2,570		2,570	0.0 %
4230	Green Waste Sack Purchases	500	800	300		300	62.5 %
4250	Repairs & Maintenance	466	11,200	10,734		10,734	4.2 %
4260	Equipment purchase	433	3,100	2,667		2,667	14.0 %
4320	Rights of Way Management	0	2,200	2,200		2,200	0.0 %
4325	Lily Hill Park	0	5,300	5,300		5,300	0.0 %
4330	Disabled Go	0	150	150		150	0.0 %
4350	Salaries	8,931	68,590	59,659		59,659	13.0 %
4355	Pensions	680	8,700	8,020		8,020	7.8 %
4360	PAYE & NI	381	4,800	4,419		4,419	7.9 %
4365	Expenses	4	250	246		246	1.7 %
4380	Chairman's Allowance	0	300	300		300	0.0 %

Detailed Income & Expenditure by Account 31/05/2019

Month No : 2

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4381 Election costs	0	16,500	16,500		16,500	0.0 %
4385 Replacement chain of office	0	1,500	1,500		1,500	0.0 %
4400 Section 137	11,610	11,640	30		30	99.7 %
4405 Memorial Ground	7,500	7,500	0		0	100.0 %
4410 St Michaels PCC (graveyard)	1,000	1,000	0		0	100.0 %
4415 Keep Mobile	500	500	0		0	100.0 %
4420 South Hill Park	1,000	1,000	0		0	100.0 %
4560 NP Cycle Ride	0	200	200		200	0.0 %
4565 Vegetable Take & Grow	80	200	120		120	39.8 %
4570 Arts Week	0	3,000	3,000		3,000	0.0 %
4575 Annual Gardening Competition	0	150	150		150	0.0 %
4580 Summer of Fun Event	0	4,000	4,000		4,000	0.0 %
4585 Christmas decorations	0	1,000	1,000		1,000	0.0 %
4600 Building Improvements	-263	14,500	14,763	13,500	1,263	91.3 %
4620 Licences	12	1,600	1,588		1,588	0.8 %
4650 Trees & Hedges	315	1,600	1,285		1,285	19.7 %
4655 Hanging Baskets	315	312	-3		-3	101.0 %
4670 Caretaker Payroll	1,694	10,968	9,274		9,274	15.4 %
4685 Cottage Maintenance	250	500	250		250	50.0 %
4690 Cottage management fee	0	600	600		600	0.0 %
4700 Inspections	313	6,291	5,978		5,978	5.0 %
4805 Allotment - delivery costs	17	20,000	19,983	5,141	14,842	25.8 %
4810 Allotment - management costs	200	1,000	800		800	20.0 %
4900 Other Costs	117	1,000	883		883	11.7 %
Total OverHead	46,362	314,842	268,480	20,141	248,339	21.1 %
<u>Income Detail</u>						
1076 Precept	97,500	194,000	-96,500			50.3 %
1090 Interest Received	105	1,304	-1,199			8.1 %
1120 Green Sack Sales	80	800	-720			10.0 %
1400 Hire - Regular Users	5,846	45,500	-39,654			12.8 %
1410 Hire - Casual Users	1,444	13,500	-12,056			10.7 %
1430 The Cottage	856	10,600	-9,745			8.1 %
1440 Sub Station Rent	0	500	-500			0.0 %
1800 CIL Income	201,027	0	201,027			0.0 %
1920 Craft Fair Income (Arts Week)	90	0	90			0.0 %
Total Income	306,948	266,204	40,744			115.3 %

Detailed Income & Expenditure by Account 31/05/2019

Month No : 2

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total Expenditure	46,362	314,842	268,480	20,141	248,339	21.1 %
Total Income	306,948	266,204	40,744			115.3 %
Net Expenditure over Income	-260,586	48,638	309,224			

POLICIES FOR CONSIDERATION

1.0 Purpose of this report

- 1.1 This report contains the draft Absence Policy and Equality and Diversity Policy for consideration by the committee. The final version will be considered by full council for approval at a future meeting.

2.0 Background

- 2.1 The council should regularly review policies to ensure they remain up to date and should also ensure that any gaps in policies are filled. The
- 2.2 The Absence policy is currently missing from the policy portfolio, although is covered in staff contracts.
- 2.3 The Equality and Diversity Policy replace the Equal Opportunities Policy and reflects the language and practices of today.

3.0 Absence Policy

- 3.1 The absence policy is intended to help employees and managers make appropriate decisions about absences from work and reflects the councils approach to be a good employer.
- 3.2 The policy is based upon statutory entitlements in line with current Government legislation.

4.0 Equality & Diversity Policy

- 4.1 The policy sets out the councils commitment to provide and promoting equal opportunities, the elimination of discrimination and to promote diversity.
- 4.2 The policy sets out the requirements set by the Equality Act 2010 on public bodies and is intended to help the council ensure its policies, procedures and actions meet theses requirements.

5.0 Recommendation

- 5.1 Members are asked to review and comment on the policies and recommend approval to full council.

Absence Policy

1.0 Introduction

- 1.1 This policy is intended to help employees make appropriate decisions about absence from work.
- 1.2 All statutory entitlements are to be in line with current Government legislation.
- 1.3 This policy outlines the standards that employees are required to observe when absent from work and the action that will be taken in respect of breaches of this policy.

2.0 Scope

- 2.1 All employees are expected to comply with this policy at all times.
- 2.2 This policy refers to leave relating to maternity, paternity, adoption, foster, bereavement, compassionate, carers/dependents and sickness.
- 2.3 Breach of this policy by employees may be dealt with under our Disciplinary Policy and, in serious cases, may be treated as gross misconduct leading to summary dismissal

3.0 Responsibility for implementation of the policy

- 3.1 The council has overall responsibility for the effective operation of this policy.
- 3.2 The Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work.
- 3.3 All employees should ensure that they take the time to read and understand it. Any breach of this policy should be reported to the clerk.
- 3.4 Questions regarding the content or application of this policy should be directed to the Clerk.

4.0 Monitoring and review of this policy

- 4.1 The Clerk shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice and will bring any changes to council.
- 4.2 The Council shall review the policy on a two year review cycle, if no changes have been brought forward.

5.0 Maternity, Paternity and Adoption/Fostering Leave

5.1 Under the provisions of the Employment Rights Act 1996 (as amended by the Employment Act 2002 and regulations there under) members of employees will be entitled to apply for Maternity/Paternity/Adoption/Fostering leave.

6.0 Sick Leave

6.1 Sick leave shall be given as stated in the employee's Contract of Employment.

6.2 Employees should contact the Clerk at the earliest opportunity to report sickness absence. For periods of sickness that extend beyond a 14 day period, the Clerk may discuss the situation with the Chairman of the Council and/or Chairman of the Finance & General Committee.

6.3 If the sick leave involves the Clerk, the Chairman of the Council will be notified for any absence greater than five days. If the absence of the Clerk coincides with a council or committee meeting, the chairman of that meeting will be notified at the earliest opportunity.

6.4 All employees will be required to self-certify their sickness for periods of five days or less, for periods greater than this a doctors certificate is required.

7.0 Bereavement Leave

7.1 Bereavement leave is paid leave relating to dependents, as defined in 7.2 and is at the discretion of the council.

7.2 A "dependent" is the employee's spouse or civil partner, child, parent or a person who lives in the same household as the employee but who is not his or her employee, tenant, lodger or boarder. Government guidance states that an elderly aunt or grandparent who lives in the employee's household would be a qualifying dependant.

7.3 The need for Bereavement leave should be discussed with the Clerk for all employees and for the Clerk with the Chairman of the Council and/or Chairman of the Finance & General Committee.

8.0 Compassionate Leave

8.1 Compassionate leave includes leave relating to carers and dependents, and is at the discretion of and should be agreed by the council.

8.2 All employees have the right to reasonable amounts of unpaid time off to deal with certain issues affecting dependents. This includes the following circumstances:-

- i. To provide assistance on an occasion where a dependent falls ill, gives birth or is injured or assaulted;

- ii. To make arrangements for the provision of care for a dependent who is ill or injured;
- iii. Because of the unexpected disruption or termination of arrangements for the care of a dependent, or
- iv. To deal with an incident involving a child of the employee which occurs unexpectedly in a period during which an educational establishment is responsible for the child.

8.3 Note that, in relation to the first two of these circumstances, “dependent” also includes those who reasonably rely on the employee for such assistance or arrangements.

8.4 In general, the time off is to make arrangements for care, etc. It is not a right to time off to provide continuing care. Case Law suggests that no more than a few hours or, at most one or possibly two days should be sufficient to deal with the immediate crisis.

8.5 An employee should tell their employer of the reason for his or her absence as soon as reasonably practicable and how long he or she expects to be absent. This notice does not need to be in writing. Staff should report leave requests to the Clerk and the Clerk to the Chairman in the first instance.

9.0 Flexible Working

9.1 All requests for Flexible Working are at the discretion of and should be agreed by the council. This does not include minor changes to the working hours when changing shift patterns can still accommodate full working hours within a week.

9.2 Employees should make requests for long term/permanent flexible working to the Clerk and, in the event of the Clerk making the request, to the Chairman of the Council and/or the Chairman of Staffing in the first instance.

10.0 Time off for public duties

10.1 All employees must be allowed to take time off for jury service.

10.2 The council can give a ‘reasonable’ amount of time off to employees if they are:

- a magistrate (also known as a justice of the peace)
- a local councillor
- a school governor
- a member of any statutory tribunal (for example an employment tribunal)
- a member of the managing or governing body of an educational establishment
- a member of a health authority
- a member of the Environment Agency
- a member of the prison independent monitoring boards (England or Wales) or a member of the prison visiting committees (Scotland)

- a trade union member (for trade union duties)

10.3 The amount of time off should be agreed between the employee and employer beforehand, based on:

- how long the duties might take
- the amount of time the employee has already had off for public duties
- how the time off will affect the business

10.4 The employer can refuse a request for time off if they think it's unreasonable.

10.5 Employees in the Army Reserves or other reserve forces have certain protections under employment law if they're called up for service.

11.0 Breaches

11.1 All breaches of this policy will be reported to the Council through the Staffing sub-committee and are subject to the adopted Disciplinary Procedure.

DRAFT

Equality & Diversity Policy

1.0 Introduction

- 1.1 Warfield Parish Council is committed to providing and promoting equal opportunities, eliminating discrimination and encouraging diversity in the community.
- 1.2 Warfield Parish Council aims to create a culture that respects and values each other's differences and which promotes dignity, equality and diversity.
- 1.3 An up-to-date copy of this Policy shall be maintained on the parish council's website.

2.0 Purpose

- 2.1 Warfield Parish Council recognises that supporting equality is of primary importance. This policy will help Councillors and employees of the Council to develop sound and effective policies that impact on the local community, whilst ensuring that the Council meets its duty under the Equality Act 2010.

3.0 Scope

- 3.1 This policy applies to all employees, volunteers, contractors and elected members of Warfield Parish Council.
- 3.2 It is the responsibility of every employee and Councillor of Warfield Parish Council to ensure that they do not discriminate in any way. All employees and Councillors have a duty to uphold equal opportunities principles. Any breach of this policy will be dealt with appropriately.

4.0 Equality Act 2010

- 4.1 The Equality Act 2010 applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by the activities, policies and services provided.
- 4.2 The Equality Act 2010 places a Public Sector Duty on Warfield Parish Council to work to:
 - a. Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Act
 - b. Advance equality of opportunity between persons who share a protected characteristic and persons who don't share it
 - c. Foster good relations between persons who share a relevant protected characteristic and persons who don't share it

4.3 No individual will be discriminated against. This includes, but is not limited to the following characteristics (known as protected characteristics under the Act)

- Age
- Disability
- Gender
- Marital status and civil partnerships
- Pregnancy and maternity
- Race
- Religion and beliefs
- Sexual orientation
- Ethnic origin
- Nationality

5.0 Equality Commitments

5.1 Warfield Parish Council supports for the principles and practices of the Equality Act 2010 and recognises that it is the duty of all Councillors and employees to accept their personal responsibility for fostering a fully integrated community at work by respecting and adhering to the principles of equality for all.

5.2 Warfield Parish Council will actively promote equality throughout the organisation through the application of policies which will ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills, experiences and abilities.

5.3 Warfield Parish Council is committed to:

- Promoting equality opportunity for all persons
- Promoting a good and harmonious environment in which all persons are treated with respect and valued
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimization
- Fulfilling its legal obligations under the Equality Act 2010

6.0 Policy Review

6.1 Warfield Parish Council will review this Policy as is necessary and appropriate, and at a minimum on an three yearly basis.

BANKING MANDATE

The banking mandate proposals will be tabled at the meeting.

DATE OF THE NEXT MEETING

The next meeting of the council will be on Tuesday 23 July at 7.45pm