

IVER PARISH COUNCIL

A meeting of the **POLICY FINANCE AND GENERAL PURPOSES COMMITTEE** was held on **WEDNESDAY 1st JULY 2009**, commencing at 8 pm at **the Committee Room**, Parish Council Offices, 63 Chequers Orchard, Iver SL0 9NJ

MINUTES

Present:- Mr Wilson (chaired the meeting), Mr Oxley, Mr Gidar, Mrs Mowat, Mrs Leech

In Attendance:- Mrs Collins (Clerk)

1. **Resolved** to elect Mr Wilson as chairman for the ensuing year. Proposed by Mr Oxley and seconded by Mrs Mowat and all in favour
2. **Resolved** to elect Mr Gidar as vice chairman for the ensuing year. Proposed by Mr Wilson and seconded by Mrs Leech and all in favour
3. **Resolved to set up a Human Resources Sub Committee with the terms of reference as attached.** First meeting 9th July 2009.
4. **Resolved membership** as follows: chairman and vice chairman of Policy, Mrs Mowat, Mr Oxley and Mrs Watkins.
5. **Resolved** to set up an internal audit panel consisting of Mr Gidar, Mrs Leech and Mr Wilson and approved the terms of reference and Audit Tests document and internal audit review checklist that should be used (appended).
6. **Apologies for absence were received from:** Mrs Watkins, Mrs Vigor-Hedderly, Mr Bradford.
7. **Disclosure of interest in items on the agenda.** There were none.
8. **Resolved** to sign the **Minutes** of the meeting held on 22nd April 2009 as a correct record.
9. **Clerk's Report.** (a) **Municipal Mutual Scheme of Approval** – noted that the latest report shows a predicted solvent runoff for the company and so no liability for the Parish Council. (b) the clerk reported that in accordance with the decision made regarding her attendance at conferences this year at the meeting held on 11th February 2009 she would be attending the National SLCC conference in October in Daventry and that because she would be sharing a room with her clerk husband at that conference the cost is reduced by £60 to the Council and the travel costs will be halved.
10. **FINANCE**
 - (a) **Budget Monitoring** – the appended budget figures to the end of May were noted but it was resolved that it was too early to make much comment. The clerk pointed out that the income would be £6,700 short of the predicted figure as the income for sale of land at the rear of Rostrevor Gardens properties had come in some time before the beginning of this financial year.
 - (b) **Bank Accounts** – Resolved Lloyds Treasury Account to tie money up for up to 6 months depending upon the best interest rate the clerk can achieve . Noted that the Council is now operating a total of 9 bank accounts which is making the monthly reconciliations more time consuming as in the past there were only 3.
 - (c) **Internal Audit** – Resolved to receive the internal auditors reports (referred from full Council 29th June 2009) and resolved the following actions: with regard to document scanning to appoint someone for 2 weeks during the summer period at minimum wage and purchase an external DVD writer to scan in as many documents as possible in the period and see how much can be done in order to compare this with getting an external company to do it. Documents to be scanned to be old accounts and inspection reports. There were no other issues that required action from the internal auditors report. Asset tagging is being carried out and the Committee was satisfied that this should be an ongoing job to be fitted in as and when it could.
11. **SECTION 137** – resolved to approve grants as follows under S137 of the Local Government Act 1972
 - a. Bucks Association for the Blind – resolved to grant £100.

TRAINING and ADMINISTRATION

12. **105 and 107 High Street** – noted that the bollard is now in place effectively blocking the rear exit/entrance from 105 and 107 High Street onto the roadway to the recreation ground. Noted that no communication had been received from either property.
13. **NALC conferences**– resolved that Mr Wilson will be attending the NALC conference for larger councils on 2nd December. Also approved that Mrs Leech could attend if she found the date to be convenient.
14. **Mobile Phone contract** – due for renewal in June/July. Report appended. **Resolved** to take out the Public Sector contract with Orange and to allow Mrs Riley to have a phone as well bringing the total to 7.

Delegated to the clerk the responsibility for obtaining signatures from all staff that they adhere to a policy of only using the phones for work calls and texts and that if the clerk noticed an unexplained increase in any bill from what had been usual then she would investigate the bill in detail and make charge for any costs related to private calls.

- 15. Business Rates** – in relation to the sports pavilion, changing rooms and tennis club. The Council may be offered the option to defer 60% of the rate increases in 2009/2010 over the following two financial years. **Resolved** not to take up this option when it is offered.

POLICY

- 16. Youth Work** – a) Sally Tugwell – the report appended was noted and the Clerk was asked to congratulate Sally on what she has achieved. b) Sally needs to undertake a qualification in youth work if the Council are going to be able to continue to employ her after April 2010. She can do this by doing an MA with Brunel University which incorporates the all-important JNC qualification. **Resolved** to assist Sally in obtaining the qualification by paying the course fees (£1,900 this year) and allowing her to use 4 hours of her working week during university term time for the course. If Sally leaves her job during the two years of the course (before Sept 2011) she will pay back 100% of what the council has paid for the course so far and if she leaves during the first year after the end of the course (before Sept 2012) she will pay back 50% of what the Council has paid for the course. After that there is no penalty. Also it was felt that the County Council should carry out Sally’s work in the parish on the evening that Sally attends university and therefore the clerk should approach the head of Youth Work at the County Council to see what can be arranged.

Resolved to grant £166 towards the shortfall for the summer programme for the youth.

- 17. Equality and Human Rights Commission** – public sector duties. Parish Councils should be clear about what the significant issues are for race, disability and gender equality in relation to the core business and take appropriate action to deliver better equality outcomes. **Resolved** that there would be a review of the Council’s Policy at the next meeting..

- 18. St Peter’s Closed churchyard** – **resolved** to renew the service level agreement with St Peter’s Church as appended.

PROJECTS

- 19. Christmas lights** – (a) **resolved** to waive Financial Regulations in asking the contractor from last year to quote for the work in putting up and taking down the lights rather than obtaining 3 quotes because he does a good job and has consistently given the cheapest price. **Resolved** that the Clerk should inform him that the Parish Council will appoint him without going to tender provided he keeps the price the same as last year.

Next meeting 9th September 2009

Meeting closed at 9.30 pm

Signed (Chairman)

Date