

Minutes of the meeting of **Fowlmere Parish Council Finance and General Purposes Committee**
which was held online via Zoom
on **Thursday 16th July 2020 at 7.30pm**

Present:

Cllr P Burge (Chair), Cllr C Howe, Cllr S Mulholland, Cllr J Hobro and Cllr R Lennon (who joined at 20.19)

Also in Attendance: Ms K Byrne (Clerk)

Actions

Before the meeting began Cllr Burge advised the attendees that the Zoom session was going to be recorded, but would not be widely distributed. There were no objections.

1 Apologies for Absence

There were apologies for absence from Cllr L Wragg (out of the Parish), Cllr Vinton (unable to attend) and Cllr Roberts (unable to attend).

2 Minutes of Previous Meeting – 26th Feb / Matters Arising

The Finance Minutes of 26th February 2020 were reviewed, agreed to be a true record, and were signed by Cllr Burge online via Zoom. He will deliver the signed copy to the Clerk. There were no matters arising.

3 Audit

The Committee reviewed the Internal Auditor's report. The auditor's recommendations were discussed and accepted. 'Other Matters' will no longer be added to Agendas, councillors need to let the Clerk know in advance if there is anything that they want to discuss that is not already covered on the Agenda.

ACTIONS – Clerk to check with SCDC remuneration panel what their guidance is to parishes regarding the Chairman's allowance. Clerk to arrange for the pension contributions to be made directly from the PC's Unity Trust account.

Clerk

The Committee reviewed the AGAR part 3 sections 1 and 2. The details in the Annual Governance Statement and Accounting Statement were examined and approved. The Finance Committee will recommend to the full council that these statements be approved in the 21 July PC meeting.

4 Review of Income and Expenditure

The Committee reviewed the PC's accounts spreadsheet along with figures for expected spend and variance for the Financial Year that Cllr Burge had prepared. The expenditure so far and projected are well within the budgets set. The cost for PO box renewal had been moved from 'Other Staff Costs' to 'PC Expenses'; the Clerk needs to re-adjust the budgets to reflect this.

The budget for tree work is currently included within the category 'Public Areas'. Cllr Mulholland suggested that the 'Tree Work' should become a separate budget category. All concurred.

ACTION – Clerk to adjust budgets and prepare a new budget category for 'Tree Work'

Clerk

5 Review of FPC Policies and Documents

The Committee reviewed the Finance Committee's Terms of Reference; it recommended reducing the minimum number of meetings per year from 4 to 3, and adjusting the delegated powers (point 16) accordingly.

The Financial Regulations were reviewed; Clause 5.5 was amended to allow the clerk to have delegated powers to make payments to SME suppliers if the due date for payment is

before the next scheduled PC meeting, or make payments if explicitly pre-approved by the PC.

Clause 11.1 h was adjusted to allow work up to £750 be awarded without needing to obtain 3 quotes, this being increased from £500.

ACTIONS:

Cllr Burge to update the documents and circulate for approval in the PC meeting.

Cllr Burge and Clerk to review the personal data processing register and risk register.

Cllrs Burge and Mulholland to review the costs for the Asset Register.

The Risk Assessment, Code of Conduct and Standing Orders will be reviewed later in the year.

Cllr Burge
/ Clerk /
Cllr
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6 Review of Cemetery fees

The Clerk had prepared a comparison table of fees of other local cemeteries. Using this Cllr Mulholland had made proposed changes to Fowlmere's fees, which the Committee reviewed in the meeting. It was agreed that non-residents should pay 4x the amount that Fowlmere residents pay, and that costs for children would be 10% of adult fees. A new cost for transfer of Exclusive Right of Burial of £50 (for residents and non-residents) was also agreed.

ACTION – Cllr Mulholland to update the document and circulate for approval in the PC meeting

Cllr
Mulholla
nd

7 Trees, Grass, Hedges and General Purposes

The Clerk to obtain 3 quotes for the priority 2 & 3 (non-urgent) tree work in the Tree Survey.

8 Future Projects

a) Cemetery

Quote for cemetery work to be approved in the PC meeting.

b) Registering of parish land

Land at the cemetery will be registered with the land registry later in the year and then the Butts Recreation ground will follow, the estimated costs are between £500 & £1,000.

c) Maintenance of bus shelters

The main bus shelter near the war memorial needs to be replaced. Cllr Vinton will continue to attempt to obtain quotes for this.

9 Other Matters

a) Review of in-house check on play equipment

Cllr Burge had recently checked all the play equipment on the Butts and the Village Hall, there were no issues additional those noted in the recent RoSPA reports.

b) Budget for new accounting software

The Clerk to pursue this in the Autumn.

10 Date of Next Meeting

Suggested date September 2020 – date and location to be confirmed.

The meeting closed at 20.57.