

MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.

Tel: 01225 760372 or Email: marketlavpc@gmail.com

VAT Registration Number: 296 9715 35

Minutes of the **Management & Finance (M&F) Committee Meeting**
Of the Parish Council
Held on Thursday 6th June 2019
At 7.25pm in the Old School, Market Lavington

Councillors Present: Cllr Padfield (Chairman), Cllr Steele, Cllr Osborn and Cllr Myhill.

In attendance: Carol Hackett (Parish Clerk).

	AGENDA ITEM																																
19/20-32	<p>Apologies for Absence Cllr Davis had sent apologies due to personal commitments, which were accepted.</p>																																
19/20-33	<p>Declarations of Interest and Dispensations to Participate</p> <p>a) Cllr Osborn declared a financial interest in agenda/minute number 19/20-40, requesting that he be permitted to speak during this item – Permission granted by Committee Chairman.</p> <p>b) There were none.</p>																																
19/20-34	<p>Minutes of Council Committee meeting The minutes of the Management & Finance committee meeting held on the 5th February 2019 having been previously circulated to Councillors, were approved and signed as a correct record (proposed Cllr Osborn, seconded Cllr Myhill)</p>																																
19/20-35	<p>Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 7.27pm.</p>																																
19/20-36	<p>Year-end balances 2018/19 To review the year-end balances as at 31/3/19, and consider proposals for carrying forward any unspent provisions into 'Earmarked Reserve' (as per financial regulations para. 4.3) - The Clerk referred to the documents circulated to members before the start of the meeting, which detailed the year-end balances for each of the cost centres, and her draft proposals for allocating some of the remaining underspent amount. She noted that the proposals focused solely on items of expenditure that were either approved, or related to the 2018/19 budget, but which would not be paid until 2019/20, reminding Councillors of the need to ensure that the Parish Council reserves were kept at an adequate level. Following a full discussion it was proposed by Cllr Osborn seconded by Cllr Padfield and resolved to make the following recommendations to main Council –</p> <ul style="list-style-type: none"> • That approval is given for £16,515.73 of the Revenue Budget 'under-spend' for 18/19 to be carried forward to 2019/20 and allocated to 'Earmarked Reserve' as follows - <table border="1"> <thead> <tr> <th>Details</th> <th>Amount £</th> <th>Date paid</th> <th>Earmarked Reserve heading</th> </tr> </thead> <tbody> <tr> <td>Snape, including 2.5% retention</td> <td>8,539.61</td> <td>not yet</td> <td>OS Contingency</td> </tr> <tr> <td>Retention amount Cannings Estates</td> <td>838.73</td> <td>not yet</td> <td>OS Contingency</td> </tr> <tr> <td>External OS stone window repairs (Gary Rogers)</td> <td>2,920.00</td> <td>18/04/19</td> <td>OS Contingency</td> </tr> <tr> <td>CCTV for OS 50% cost</td> <td>1,400.00</td> <td>not yet</td> <td>OS Contingency</td> </tr> <tr> <td>Electricity bill for OS</td> <td>600.00</td> <td>31/05/19</td> <td>OS Contingency</td> </tr> <tr> <td>Insurance premium</td> <td>1,467.39</td> <td>18/04/19</td> <td>Admin insurance contingency</td> </tr> <tr> <td>Plumbing Work Elisha Field Pavilion</td> <td>750.00</td> <td>18/04/19</td> <td>E/Field Pavilion contingency</td> </tr> </tbody> </table> <p>(As agreed previously, appropriate expenditure for 2019/20 will be debited from the 'Earmarked Reserve' account in the first instance, before the main budget cost centre)</p>	Details	Amount £	Date paid	Earmarked Reserve heading	Snape, including 2.5% retention	8,539.61	not yet	OS Contingency	Retention amount Cannings Estates	838.73	not yet	OS Contingency	External OS stone window repairs (Gary Rogers)	2,920.00	18/04/19	OS Contingency	CCTV for OS 50% cost	1,400.00	not yet	OS Contingency	Electricity bill for OS	600.00	31/05/19	OS Contingency	Insurance premium	1,467.39	18/04/19	Admin insurance contingency	Plumbing Work Elisha Field Pavilion	750.00	18/04/19	E/Field Pavilion contingency
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19/20-37	<p>Internal Audit</p> <p>a) Review and consider the Internal Audit report for the year ending 31/3/19 – The Clerk referred to the report which had been circulated to members prior to the meeting, noting two observations made in the report which were not wholly accurate. It was noted that apart from three administrative recommendations, the report had concluded that the Clerk and Council continue to operate adequate and effective internal control arrangements. Members considered the recommendations made by the Internal Auditor and agreed the actions to be taken in response. It was therefore proposed by Cllr Osborn seconded by Cllr Padfield and resolved to make the following recommendations to main Council -</p> <ul style="list-style-type: none"> • To note and accept receipt of the Internal Auditors report, subject to correction of incorrect observations (copy to be provided to all Councillors) • To approve the actions to be taken in response to the Internal Auditors recommendations
19/20-38	<p>Annual Governance and Accountability Return (AGAR)</p> <p>a) Review effectiveness of the system of internal control – ‘Governance, Finance and Management Risk Register’ - Members reviewed the document which had been circulated with the agenda papers. Following a full discussion, during which 1 minor addition was made to para. 17, it was proposed by Cllr Steele seconded by Cllr Padfield and resolved to make the following recommendation to main Council –</p> <ul style="list-style-type: none"> • That approval is given to adopt the amended ‘Governance, Finance and Management Risk Register’ (copy to be provided to all Councillors). <p>b) Review the wording of all the assertions in Section 1, the Annual Governance Statement and consider responses – Having already reviewed the Internal Audit Report and effectiveness of the system of internal control for the Parish Council, members were in a position to consider the responses to be submitted on the Annual Governance Statement. Following consideration of all the statements, it was proposed by Cllr Osborn seconded by Cllr Padfield and resolved to make the following recommendation to main Council –</p> <ul style="list-style-type: none"> • To review the findings of the Management and Finance Committee review and consider approval for responding positively (Yes) to statements 1 to 8 in Section 1, the Annual Governance Statement (statement 9 refers to Trust Funds and is therefore N/A). (Copy of Annual Return to be provided to all Councillors).
19/20-39	<p>Specific email accounts for Councillors</p> <p>Cllr Myhill referred to advice given at the recent Training and Networking Day he had attended, which had strongly recommended that due to GDPR implications, Councillors should have separate Council-specific email addresses. Following a full discussion it was proposed by Cllr Myhill seconded by Cllr Padfield and resolved to make the following recommendation to main Council –</p> <ul style="list-style-type: none"> • That Council-specific email addresses be set-up by the Clerk for all Councillors, and individual passwords issued.
19/20-40	<p>Specific Parish Council website</p> <p>Cllr Myhill referred to advice given at the recent Training and Networking Day he had attended, which had strongly recommended that due to GDPR implications, accountability and control of information, that Councils should have their own specific website. Cllr Osborn then briefed members on the reasons why the Parish Council did not currently have its own website. Following a full discussion it was agreed that Cllr Osborn would prepare a report, which would be circulated with the agenda papers for the next main Parish Council meeting, when the matter would be considered further.</p>
19/20-41	<p>Emergency Plan</p> <p>Cllr Myhill referred to advice given at the recent Training and Networking Day he had attended, which had strongly recommended that Councils have an Emergency Plan in place. Following a full discussion it was agreed that Cllr Myhill would put the idea to full Council at the next main Parish Council meeting, when the matter would be considered further.</p>

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19/20-42	Other M&F Committee business There were none.
19/20-43	Date of next Meeting To be arranged.
19/20-44	Closure of meeting There being no further business the meeting was closed at 8.30pm