

Minutes

of Finance Committee meeting

held at 13.50pm on Wednesday 27 September 2023 at Trefonen Village Hall

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**Present:**

Cllr John Davies, Peter Richardson, Martin Bennett, Cllr. Bob Kimber

**Clerk to the Council:**

Kathryn Lloyd

**In attendance:**

No member of the public

**Apologies of absence**

None

**Minutes of Meeting**

The minutes of the Finance Committee meeting of the Parish Council held on 23 April 2023 were considered for approval.

**It was PROPOSED, SECONDED and AGREED that the minutes be APPROVED and ADOPTED as a true record.**

**3. Disclosure of Pecuniary of Interests, Bias, and Pre-determination**

In accordance with Section 29 of the Localism Act 2011 Members are personally responsible for deciding whether or not they should disclose an interest at this meeting. Where a matter arises at a meeting which directly relates to a Member's Disclosable Pecuniary Interests they must disclose the interest, not participate in any discussion nor vote on the matter and must not remain in the room unless they have been granted a dispensation. If it is a 'sensitive interest', Members do not have to disclose the nature of the interest, just that they have an interest. (Please refer to Appendix B in the Council's Code of Conduct). Members are also reminded they should not make decisions with a closed mind and must declare a bias and not vote on matters where their decision could be considered to be pre-determined.

None declared

**4.**

Members reviewed the following policies together with a summary of issues with the Financial Regulations which had been drawn up by The Clerk

- a) Financial Regulations (b summary of issues)
- b) Standing Orders
- c) Terms of Reference for the Personnel Committee
- d) Terms of Reference for the Road Safety Working Group
- e) Terms of Reference for the Cemetery Working Group
- f) Terms of Reference for the Environment Working Group
- g) Terms of Reference for the Finance Committee
- h) Data Breach
- i) Data Protection and Information Security Policy
- j) SAR Procedure (Subject Access Request)
- k) SAR Checklist Appendix A and Letter B
- l) Planning Application Procedures
- m) Planning Pre-Application Procedures

Members agreed to recommend several changes to the Financial Regulations (Ref 3.1, 3.2, 3.3, 4.8 ) and to action 6.11 and 7.6. A small change was recommended to EWG Terms of Reference. Members agreed not to make any changes to the PA Procedures put forward for consideration by Cllr Mike Weston as members felt these were an extreme list of measures.

#### **5. Community Infrastructure Levy Funding (CIL) Return 2023**

The Clerk asked members to defer the CIL funding return whilst advice was being sought from Shropshire Council. Members **AGREED** to this request.

#### **6. Annual Internal Audit Action Plan**

Members reviewed the action plan devised by the Clerk as part of the internal audit recommendations. It was **NOTED** a number of these have been implemented. Members **AGREED** the suggested recommendations. agreed recommendations

#### **7. Mid-Year Review**

Members reviewed the latest forecast and noted changes for arrears of pay and the water testing. Members **NOTED** the significant variances and agreed the expected outturn position for 2024.

#### **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**Pursuant to Section 1(2) of the above Act and due to the confidential nature of the following business to be transacted it will be PROPOSED, SEONDED and RESOLVED that the public and press should not be present**

##### **1. Quotes Street Lighting**

a) Cllr John Davies advised members that the Clerk had sought three competitive quotes for the repair and maintenance of the Street Lighting following the survey from highline. One company declined to submit a quote, a further two quotes were received: one from Highline Services and the other from Altitude Services. Cllr John Davies advised he had reviewed the financial standing of Altitude Servies and there were no issues. There was quite a significant difference in the charges and in the total price of the service. **It was PROPOSED, SEONDED and AGRRED to recommend to Full Council the quote from Highline which was significantly lower and better value for money.**

##### **2. Date of next meeting**

Members **AGREED** for the date of the next meeting to be confirmed.

The meeting closed at 15.08 pm