

CHURCHDOWN PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE HELD ON WEDNESDAY 2nd OCTOBER 2019 AT 7.30 PM IN THE PARISH COUNCIL CHAMBER ANNEXE

PRESENT:

Cllr Lt. Col Barton Ancliffe

Cllr Gill Blackwell

Cllr Roy Nutting (Vice Chairman)

Cllr Alan Porter (Chairman)

Cllr Richard Smith

Cllr Mrs Loraine Yates

Cllr Lt Co Barton – Ancliffe took the minutes of this meeting.

211 To receive apologies

211.1 Cllrs Jane Attwood & Julie Evans,
Geraldine Connor , Clerk

212 To make any declarations of interest

212.1 Cllrs Gill Blackwell & Richard Smith – Planning Minute 214.1

213 Public Participation

213.1 None

214 Planning

214.1 [Erection of a single and double storey rear extension.](#)

Meadow House Station Road Churchdown Gloucester GL3 2JT
Ref. No: 19/00893/FUL

No objection

215 To confirm Minutes of meeting of Finance & Administration Committee held on 4th September 2019

215.1 The Minutes were confirmed as a true record and signed by the Chairman.

216 To approve payments for October 2019 and recommend to Full Council for payment

216.1 The Committee accepted the schedule of payments for October 2019 but requested that the Responsible Financial Officer (RFO) clarify the following points :

Is maintenance of the Acacia bush on Morley Avenue and the Elder Tree on Yew Tree Way the legal responsibility of the Council? If not, why does the Council pay for the Maintenance?

Can the RFO confirm that work contracted to the contractor is contracted in accordance with the provisions of 11.1 h of the Council's Financial Regulations.

It was proposed, seconded and
RECOMMENDED to Full Council – that subject to clarification of the above, the payments for **October 2019** be accepted

217 To receive Clerk's Report

217.1 The report was presented by Councillor Lt Col Barton Ancliffe.
The Clerk is away currently on a training course as part of the GAPTC SW Challenge programme. This is part of the Clerk's ongoing professional development.

The Clerk, in consultation with the Chairman of Council, has been dealing with a complaint by a resident. Due to the complicated nature of the complaint, a comprehensive briefing will be given at the next Full Council meeting.

217.2 The travellers have moved back onto the Parish car park on Monday 30th September 2019. Advice has been obtained from the legal department at Tewkesbury Borough Council. A summons has been obtained for the travellers to appear at Cheltenham magistrates' Court on Fri 04 Oct 19. Secretary's Note. The summons was served on the Head of the traveller family in person by the Chairman of Council immediately prior to this meeting.

218 To consider recommendation to Full Council that the following Documents be reviewed and adopted:

218.1 Churchdown Parish Code of Conduct:

It was proposed, seconded and
RECOMMENDED to Full Council that the Churchdown Parish Council Code of Conduct be approved.

218.2 Churchdown Parish Council Standing Orders :

The following amendments were proposed :

Para 3. Amend to read as follows.

3r. Voting.

i. Voting on a question shall be by show of hands except that, if at least two voting members present so request, it shall be by signed ballot. Such a request must be made before the vote be taken.

ii. Members voting may vote for or against a motion or question or abstain from voting. The vote of any member not voting for or against a motion or question may be recorded as an abstention.

iii. Should a signed ballot not be called; a voting member may request that the way he voted shall be recorded in the minutes. Such a request must be made before moving on to the next item on the agenda.

Reason. This clarifies the procedure on voting and conforms to accepted practices.

Para 4s. Amend to read as follows.

The names of Councillors present and those who have submitted apologies.

Reason. It is felt that should a Councillor submit an apology in advance, his reasons for submitting an apology should not be queried, A councillor's reasons for nonattendance may be taken into account if a councillor faces disqualification having attended no meeting for six months.

Para 4z. Amend to read as follows.

Except in exceptional circumstances and if so, directed by the Chairman of the meeting, a meeting shall not last for more than two hours.

Reason. It is felt that most meetings can be completed within two hours. Although some meetings may drag on, it is considered unfair to keep councillors for more than two hours unless essential so to do.

It was proposed, seconded and

RECOMMENDED to Full Council that the Churchdown Parish Council Standing Orders (with the aforementioned amendments) be approved.

**218.3 Churchdown Parish Council Financial Regulations:
The following amendments were proposed :**

Role of Deputy to RFO.

It is assumed that the Parish Assistant Clerk is the deputy to the RFO. However, this is not clear in these regulations. The regulations should make it clear that when referring to the deputy to the RFO, this means the Parish assistant Clerk. As a corollary, the job specification for the Assistant Clerk should include the responsibility to act as deputy to the RFO, with appropriate training given to the Assistant Clerk.

Para 6.10. Amend sentence beginning “The monthly limit for online payments if fixed at ...” to read “The monthly limit for online payments is fixed at ...”. This is a typographical error.

Para 11.1.a.vi. Insert carriage return before vi. This is a typographical error.

Para 11.1.h. Amend reference to lower limit of £100 (One hundred pounds) to read £500 (Five hundred pounds). It was felt that the RFO’s discretion should be raised to a more realistic level of £500.

It was proposed, seconded and

RECOMMENDED to Full Council that the Churchdown Parish Council Financial Regulations (with the aforementioned amendments) be approved.

All Policies. In order to ensure proper provision of gender neutrality, all policies and standing orders should, at or near the beginning, contain the following sentence.

Within this policy or standing order, and reference to the male or female gender shall, unless specifically specified on a case by case basis, be taken as applying equally to the opposite gender.

219 To consider recommendation to Full Council that the following CPC Risk Assessments be approved and adopted:

- a. **Office Risk Assessment.** PAT testing should be an annual requirement. Otherwise recommend to Full Council.
- b. **Office and Fire Risk Assessment.** Recommend to Full Council.
- c. **Financial Risk Assessment.** Recommend to Full Council

219.1 It was proposed, seconded and **RECOMMENDED to Full Council** that (with the aforementioned amendments to the ‘Office Risk Assessment’ (a)) the schedule of risk assessments above be adopted by the Council and continue in force.

220 To receive items of Correspondence

220.1 None

221 Questions/Information Session

- 221.1** The Secretary informed the meeting that he had been reviewing the Council's policy on dealing with persistent complaints or requests from members of the public. However, as he had not been able to complete the review in time for this meeting, he intended to present it at the next Full Council meeting. No discourtesy was intended to the Finance and Admin Committee in presenting it to Full Council before this Committee.
- 221.2** A Councillor asked whether the merger of the Amenities and Highways Committees would make any difference to the financial resources available to and the financial responsibilities of the merged committee/ The Chairman of Council informed the meeting that the resources currently available to both committees would be combined as would current responsibilities. When the time came to set budgets for the next financial year, the new committee would set one budget to meet its needs.

The meeting closed at 20:44 hrs.

CHAIRMAN