

You are summoned to attend the Finance, Governance & Asset Committee meeting of the Parish Council to be held on Monday 8th March 2021 at 19:00. This meeting will be held virtually using zoom.

Members of the public are welcome to observe a meeting or partake in the public participation section of the meeting provided their comments relate to agenda item. Members of the public or press must register their attendance through the GLPC website form or by writing to the Parish Manager at glpc@great-linford.gov.uk. Registration must be logged at least 48 hours before the meeting start time. Please ensure you list your:

- name,
- email / phone contact details,
- question or the comments you wish to make and the agenda item it relates to.

Once registered you will receive the joining instructions for the meeting.

Public participation procedures and information can be found on the website document <https://www.great-linford.gov.uk/virtual-meetings/>.

Agenda

Agenda Item	Doc Ref (abbreviated)
1. Welcome and register of those in attendance.	
2. Nomination for Chair and Vice Chair Cllrs are asked to confirm their intention to stand as Chair or Vice Chair by 3pm on Friday 5 th March 2021 by emailing RFO@great-linford.gov.uk	
3. Apologies for absence Cllrs are asked to communicate their absence by 12 noon on the day of the meeting. A reason for absence is required. Please email glpc@great-linford.gov.uk	
4. Declaration of members' interests Cllrs are asked to declare any interest they hold in relation to the items on this agenda.	
5. Public Question Time The meeting will be adjourned for an agreed time by the Chair for the public to ask questions about agenda items. The Chair will allocate speaking time as appropriate. Residents are asked to register their questions through the glpc@great-linford.gov.uk email address quoting the agenda item they wish to speak on.	

Great Linford Parish Council

Great Linford House, 1 St Leger Court, Great Linford MK14 5HA

Tel: 01908 606613 • Email: parish.manager@great-linford.gov.uk • www.great-linford.gov.uk

Agenda Item	Doc Ref (abbreviated)
6. Workbook, timetable, and Actions	
<p>6.1. Cllrs are provided with operating information which will help them to understand the objectives of their membership of this committee. The information includes:</p> <p>6.1.1. A copy of the Terms of Reference for this committee</p> <p>6.1.2. The Good Cllrs guide on finance and transparency</p> <p>6.1.3. Governance and Accountability for smaller Authorities</p> <p>This information will form part of the Committees governance documents that will be shared with you when the Teams training is completed.</p> <p>6.2. Annual timetable for required FGA action - a list of the committee dates and the topics that need to be reviewed at this meeting is provided.</p> <p>6.2.1. Cllr Widdowson proposes that an additional meeting is schedule in June to cater for the review of the end of year accounts and the completion of the Annual Governance and Accounting Return (AGAR). This needs to be recommended for Council approval before the end of June.</p> <p>6.3. Workbook priorities and schedule –</p> <p>6.3.1. A list of all the FGA activities is provided. Cllrs are asked to review this list before the meeting and consider what projects/activities they are happy to lead.</p> <p>6.3.2. Cllrs are asked to identify the top 5 projects they believe are beneficial for the parish council and its community as a start for the committee to agree its action plan.</p> <p>Both steps will assist this committee to determine the priorities and therefore the resource required to facilitate the projects.</p>	<p>Doc ref 6.1.1 Doc ref 6.1.2 Doc ref 6.1.3</p> <p>Doc ref 6.2</p> <p>Doc ref 6.3.1a,b,c</p>
7. Annual Governance Statement preparation and review	
<p>As required within the Annual Governance and Accounting Report (AGAR), the Finance, Governance and Asset Committee are required to review the following elements of the Governance statement that are applicable to the AGAR for 20/21.</p> <p>Cllrs are asked to review the comments and changes documented on these reports and provide comment to the RFO by noon on 8th March.</p> <p>7.1. Standing Orders</p> <p>7.2. Financial Regulations</p> <p>7.3. Risk Management and Risk Register</p> <p>7.4. Asset Register</p> <p>7.5. Internal Scrutiny and Control Statement</p> <p>7.6. Investment and Treasury Policy</p> <p>7.7. Open Transparency documentation and model publication. As required by the Transparency Code 2015 certain information should be available on</p>	<p>Doc ref 7.1 Doc ref 7.2 Doc ref 7.3 Doc ref 7.4 Doc ref 7.5 Doc ref 7.6 Doc ref 7.7</p>

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<p>the larger councils Parish Council's website. The following items are required to be published on the website once the committee has approved them:</p> <ul style="list-style-type: none"> • Salary Structure and ratio • Grants Needs updating • Land and assets • Model Publication and Freedom of information • Expenditure over £500 Dec Jan Feb • Publication information for all contracts over £5,000 - Needs updating. 	
<p>8. Agree CCLA Deposit Amount</p>	
<p>Cllr Widdowson proposes that £140K should be moved into the CCLA deposit account so that the risk to GLPC, as determined in the Treasury and Investment account, is spread over several financial institutes.</p>	

9. To confirm the next virtual Full Council meeting will be 31st March 2021 starting at 7pm.

10. The next FGA Committee meeting is 10th May 2021

Tessa Phypers

Tessa Phypers

RFO

3rd March 2021