

You are summoned to attend the Finance, Governance and Asset Committee Meeting to be held on Monday 10th January 2022 at 19.00 in the Parish Council's Office, Great Linford House, 1 St Leger Court, Great Linford.

ARRANGEMENTS FOR 2022

All Committee members are required to confirm their attendance by 9am Monday 10th January 2022 on the FGA Team channel. This will enable the office to confirm the meeting will be quorate.

Due to Government legislation all Council meetings must take place face to face. However, Covid restrictions will apply, and this will limit the number of people allowed into the meeting room. Face masks are essential.

As a resident or member of the press you are welcome to attend **via Teams** <https://bit.ly/3HzowRK> or in person. Due to the limited availability please register your desire to attend via the GLPC website form or by writing to the Parish Manager at glpc@great-linford.gov.uk. Seats will be allocated on a first come first served basis.

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. 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	
3. Declaration of members' interests Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members are required to declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting.	
4. 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.	
5. Minutes of Previous Meeting	
5.1. Committee is asked to agree the minutes of the last meeting held on Monday 8th November as a true record.	Doc ref 5.1
5.2. Committee is provided with an update report of the outstanding Resolutions. There are 6 outstanding resolutions from the previous FGA meeting:	Doc ref 5.2
5.2.1. Accounting for the Rolling Fund – DCK have confirmed a meeting date of 31st January.	
5.2.2. Meeting with Chair / Cllr Calverley to address the answers to his detailed questions – Cllr Calverley is still to provide a date for the meeting.	

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)
<p>5.2.3. Meeting to review insurance policy for 22/23 – RFO proposes a meeting date of 1st March where a detailed report will be presented to the working group for their consideration.</p> <p>5.2.4. Cllr Kupczyk to undertake a review into utilisation and profitability of the facilities GLPC manage and to make proposals to maximise the income of each area – Deadline for completion to be set with TOR.</p> <p>5.2.5. Cllr Nixon to lead a group to give a clearer vision and project priority for the rolling fund to review the workbook and redefine the forward vision to prioritise the delivery of current and future projects. Cllr Kupczyk agreed to be a member of this working group.</p> <p>5.2.6. Cllr Nixon to review the risk register. Parish Manager recommends the FGA members review the risk register as previously presented and accepts that all risks are identified and mitigation of those risks are acceptable to FGA where appropriate. FGA to confirm agreement of next steps. <i>This is a requirement of the Practitioners Guide 2021 and relates to Assertion 5 on the Annual Governance Statement.</i></p>	
6. Fees and Charges 2022-23	
<p>6.1. <u>Income fees and charges.</u> As previously agreed, all facility and service charges are increased by the September CPI rate. It is recommended that this year the CPI rate of 3.1% is applied to all charges. Last year Council kept the room hiring charges the same.</p>	Doc ref 6.1
<p>6.2. <u>Charging Structure for Events on Parish Land.</u> FGA members are asked to consider the previous charging structure and agree to the recommended changes.</p>	Doc ref 6.2
7. Interim Audit Report	
<p>7.1. FGA is asked to review the Interim Audit Report attached and the RFO comments.</p>	Doc ref 7.1
8. 3rd Quarter Report	
<p>8.1. As required by the Financial Regulations a report is provided. Committee are asked to review and agree the report as presented.</p>	Doc ref 8.1
<p>8.2. Members are asked to note the comments on variances.</p>	Doc ref 8.2
9. Pension Investigation	
<p>9.1. As highlighted by the Auditor in June, it was found that the pension calculations were incorrect and this was to be investigated. Accountant advice is that it needs to be corrected as: <i>Option 2: Amend your historic payroll deductions and confirm what the revised net deduction amount should have been. We will rewrite the pension scheme to reflect this amount, refund the over-payment to yourself and return the overclaimed tax relief to HMRC.</i> <i>There will be an additional rectification charge applicable to this option. The cost of this will be dependent upon the number of affected members and the period of incorrect contributions.</i> <i>Please note that we cannot make historic corrections for employees who no longer have their plan with Aviva.</i> There will be a cost to GLPC from our payroll provider for the calculation which at this moment is unquantifiable. The costs from Aviva is £410 plus a</p>	

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)
cost depending on the number of corrections to be made and an impact on the individual. This can only be ascertained when the payroll provider has reviewed the data.	
10. Internal Scrutiny	
10.1. Policy for Internal Control is an annual governance assertion that needs to be confirmed by an FGA member following attendance of an internal scrutiny course. The document is provided by the RFO and is required to be checked by March 2022, a volunteer is required.	Doc ref 10.1

11. Confirm the next FGA Committee meeting as 14th March 2022.

Eirwen Tagg

Eirwen Tagg

Proper Officer

5th January 2022