

You are summoned to attend the Finance, Governance & Asset Committee meeting to be held on Monday 14th March 2022 at 19:00. This meeting will be held at the Parish Council Office, Great Linford House, 1 St Leger Drive, Great Linford.

NEW ARRANGEMENTS

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

As a resident or member of the press you are welcome to attend:

Via Teams: <https://bit.ly/3tHpXbF>

Or in person but due to the limited space, 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 [Public Participation \(great-linford.gov.uk\)](#) and within Standing orders [Policies & Documents \(great-linford.gov.uk\)](#)

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 Cllrs are asked to declare any interest they hold in relation to the items on this agenda.	
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 the previous meeting	
5.1. Committee is asked to agree the minutes of the last meeting held on Monday 10 th January as a true record.	Doc ref 5.1
5.2. Committee is provided with an update report of the outstanding Resolutions. There are 4 outstanding resolutions from the previous FGA meeting:	Doc ref 5.2
5.2.1. Meeting with Cllr Calverley to address the answers to his detailed questions – Cllr Calverley is still to provide a date for the meeting.	
5.2.2. Meeting to review insurance policy for 22/23 – Meeting could not take place due to Personnel Committee meeting. Alternative date not set; information has been provided to the WG by RFO.	
5.2.3. Cllr Kupczyk to undertake a review into utilisation and profitability of the facilities, TOR to be set – Meeting deferred, new date to be set.	

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Agenda Item	Doc Ref (abbreviated)
5.2.4. Cllr Nixon to lead a group which would review the workbook and redefine the forward vision to prioritise the delivery of current and future projects – Update required.	
6. Risk Register	
6.1. The Risk Register is attached as reviewed by the working group. This has been updated and validated by the Parish Manager for acceptance by FGA committee. Parish Manger due to have a meeting on Monday 14 th March regarding obtaining quotes for a compliance review of GDPR and data protection.	Doc ref 6.1
7. Annual Governance Statement preparation and review	
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 21/22. Cllrs are asked to review the comments and changes documented on these reports and provide comment to the RFO by noon on 11 th March. 7.1. Standing Orders 7.2. Financial Regulations 7.3. Risk Management and Risk Register 7.4. Asset Register 7.5. Asset Policy 7.6. Internal Scrutiny and Control Statement 7.7. Open Transparency documentation and model publication.	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
8. Business Continuity Plan	
8.1. The Business continuity plan is attached for review and acceptance by FGA committee.	
9. Operational Information	
9.1. Cllrs are provided with operating information which will help them to understand the objectives of their membership of this committee. The information includes: 9.1.1. A copy of the Terms of Reference for this committee. 9.1.2. Governance and Accountability for smaller Authorities. Members are reminded to review as this provides the basics for the annual return. 9.1.3. Annual timetable for required FGA action – a list of the committee dates and topics to be reviewed at the meetings.	Doc ref 9.1.1 Doc ref 9.1.2 Doc ref 9.1.3
10. DCK Accounting Review	
10.1. DCK Accounting met with the RFO, Parish Manager, and Chair and Vice chair of FGA Committee to review the accounting practices. Details are in the memo provided.	Doc ref 10.1
11. Update on Conniburrow Community Centre	
11.1. Chair of FGA to give verbal update on the project.	

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12. Peartree Pond	
<p>12.1. The Peartree Pond Association is closing down, and Margaret Macer will be transferring the funds to GLPC. As yet the amount is unknown but once received, the funds will be ring fenced in earmarked reserves solely for use of the pond.</p> <p>12.2. FGA committee is asked to note that the latest water bill for the pond for £1,357 is nearly double the water budget of £700 for the year. This is a significant increase and is due to the water being topped up twice over the summer. The RFO has challenged Anglian Water but sadly all is well and there is no leak as the reading has not changed over the last 3 months. FGA committee is asked to note that the charges for 19/20 were £700.02 and due to no topping up of the pond, for 20/21 they were £91.17.</p>	
13. Salary Increase	
<p>13.1. BALC have confirmed the NJC pay award as 1.75% to be back dated for the year 2021-22 within the March payroll. FGA is asked to note that the back dated pay will be around £2.3k which is within the 2% budget set.</p>	

14. The next FGA Committee meeting is 9th May 2022

Signed: *Eirwen Tagg, Parish Manager* 9th March 2022