

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

The navigation directions can be found using: <https://w3w.co/stars.wipes.postings>

Covid safe procedures will apply, sanitiser will be available, spacing is encouraged and face masks are required while people are moving around the meeting room.

Public involvement

- Anyone wishing to attend is asked to register before noon on **Monday 14th November** by emailing glpc@great-linford.gov.uk or phoning the office on 01908 606613. This will allow Officers to cater for all wishing to attend.
- If you are unable to attend and have any questions about the agenda items, please send them to glpc@great-linford.gov.uk or phone 01908 606613 by 9am on **Monday 14th November**. A reply will be sent to you after the meeting.

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 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 26 th September as a true record.	Doc Ref 5.1
5.2. There are two outstanding resolutions from the previous FGA meeting, information is provided:	Doc Ref 5.2
5.2.1. Budget Review – Utility support. This is being investigated by the Estates Officer who will report back to FGA.	
5.2.2. Booking Deposits – please see agenda item 6	
6. Booking Deposits	
6.1. Paper is provided by Cllr Harvey regarding the charging of deposits. It is recommended by the RFO that FGA agree to Option 2.	Doc Ref 6.1

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)
7. Half Year Report	
7.1. As required by the Financial Regulations a report is provided. Committee are asked to review and agree the report as presented.	
7.2. Members are asked to note the report by the RFO and comments on variances.	Doc Ref 7.2
8. Committed End of Year	
8.1. A report of the committed income and expenditure is provided. Committee are asked to review and agree the report as presented.	
8.2. Members are asked to note the report by the RFO and comments on variances.	Doc Ref 8.2
9. Asset Maintenance Schedule	
9.1. The asset maintenance schedule is a critical document that enables the effective financial management of GLPC assets. It provides information not only on those assets but on the long-term financial planning. The schedule is broken down into business-as-usual maintenance requirements and those less frequent. For the less frequent, a proportion of the future spend is added to earmarked reserves to fund the maintenance when it is required.	
9.2. The schedule is currently being updated by the Estates Officer and Project Manager and will be finalised by the budget deadline. The current figures have been entered into the FGA budget.	Doc Ref 9.2
10. Reserves	
10.1. FGA is asked to note the predicted General and Earmarked Reserves balance for the end of 22/23.	Doc Ref 10.1
11. Budget	
11.1. The FGA budget report is presented with recommendations in relation to FGA Committee budget requirements.	Doc Ref 11.1
11.2. A profitability report has been produced by the Parish Manager and the recommendations on increased hire charges have been applied to the budget.	Doc Ref 11.2
11.3. FGA is asked to consider the information and provide input into the budgetary requirements going forward.	
12. Rolling Fund	
Discussion on the Rolling Fund to be started as required by the Chair of FGA	
13. Salary Increase 22/23	
13.1. NALC have confirmed the NJC pay award to be back dated for the year 2022-23 within the November payroll.	Doc Ref 13.1
13.2. FGA is asked to note that the increase has been calculated in the committed end of year figures and is over the predicted 4%.	
14. Internal Audit	
Committee is asked to note that the next visit from the internal auditor will be Tuesday 30th November.	

15. Confirm the next FGA Committee meeting as 9th January 2023.

Eirwen Tagg

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Proper Officer

9th November 2022

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