

Minutes of the Finance Governance and Asset Committee meeting held on Monday 10th January 2022 at 19:00

Present: Cllrs: Harvey, Widdowson (Chair), El Zamek, Whelan (M), Nixon, Burgess

Also present: RFO

Online and unable to vote: Cllr Kupczyk,

Online: Parish Manager

1. Welcome and register of those in attendance.	
Chair welcomed all to this physical meeting and acknowledged those attending remotely.	
2. Apologies for absence	
Cllr Foskett is on long term absence as previously agreed. It was proposed by Cllr Whelan and seconded by Cllr Burgess that this is accepted, and all agreed	RESOLVED
3. Declaration of members' interests	
No Cllrs declared any interests for items on the agenda.	
4. Public Question Time	
No question had been previously raised and no public were present	
5. Minutes of Previous Meeting	
5.1. Cllr Burgess proposed that the minutes of the meeting held on the 8 th November 2021 were a true record and this was seconded by Cllr El Zamek, and all agreed.	RESOLVED
5.2. Committee was provided with an update report of the outstanding Resolutions.	
5.2.1. Accounting for the Rolling Fund – DCK have confirmed a meeting date of 31 st 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.	
5.2.3. Meeting to review insurance policy for 22/23 – RFO proposed a meeting date of 7pm on 1 st March where a detailed report will be presented to the working group for their consideration. This was agreed by all in the working group	ACTION
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 – Cllr Widdowson proposed that the terms of reference should be written and agreed. RFO and Cllr Kupczyk will draft ready for March.	ACTION
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. Cllr Nixon will circulate and set the date for the work.	ACTION
5.2.6. Cllr Nixon to review the risk register. Project workbook risk is separate to the overall Council operational risk register. It was agreed that Cllrs Whelan Nixon Burgess Harvey and Widdowson would review this and report directly to the FGA meeting in March. Parish Manager reiterated that this is an essential requirement for the good governance of the council.	ACTION
Re GDPR and data protection the committee asked the Parish Manger to obtain quotes for a compliance review of this aspect as a matter of urgency. This was proposed by Cllr Whelan and seconded by Cllr Burgess and all in favour.	RESOLVED
6. Fees and Charges 2022-23	

6.1. Income fees and charges. It was proposed by Cllr Harvey and seconded by Cllr Burgess that 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. This was agreed by all. **RESOLVED**

6.2. Charging Structure for Events on Parish Land. It was proposed by Cllr Whelan and seconded by Cllr Nixon that the charges as proposed should be accepted. This was voted as 5 in favour, 1 abstention and 0 against. A deposit of £500 should be charged. **RESOLVED**

7. Interim Audit Report

7.1. The Chair proposed that the comments made by the RFO on the Interim Audit Report should be agreed, this was seconded by Cllr Whelan and agreed by all. **RESOLVED**

8. Half Year Report

8.1. The Committee noted and accepted the half year report as presented and delivered by the RFO. There were no actions from this report.

9. Pension Investigation

9.1. It was noted and accepted by the Committee that due to past errors of judgement there was an operational cost to the investigation and correction of the pensions contributions made by staff and GLPC as the employer.

The payroll provider will recalculate, and the pension provider will update. When this has been completed the full costs will be brought to council. The committee was agreed that the full costs should be incurred by the council. **ACTION**

10. Internal Scrutiny

10.1. Cllr Burgess agreed to review and check the internal scrutiny policy in line with the training course he has completed. This will be presented at the March FGA meeting **ACTION**

It was confirmed that the next Finance Governance and Asset meeting would be held on Monday 14th March 2022.

The meeting was closed at 20:49

Chair _____

Date _____