

## Minutes of the Finance Governance and Asset Committee meeting held on Monday 9<sup>th</sup> May 2022 at 19:00

**Present:** Cllrs: Harvey, Nixon, Burgess, Kupczyk, Widdowson (Chair)

**Also present:** 5 members of the public

<p><b>1. Welcome and register of those in attendance.</b></p> <p>Chair welcomed all to the meeting.</p>
<p><b>2. Apologies for absence</b></p> <p>It was proposed by Cllr Nixon and seconded by Cllr Harvey that valid reasons for absence were accepted from Cllrs Calverley and El-Zamek. This was agreed by all.</p>
<p><b>3. Declaration of members' interests</b></p> <p>No Cllrs declared any interests for items on the agenda.</p>
<p><b>4. Public Question Time</b></p> <p>No questions had been raised before the meeting and none were raised at the meeting.</p>
<p><b>Item 6 was discussed before item 5 due to members of the public presenting their grants.</b></p>
<p><b>5. Minutes of Previous Meeting</b></p> <p>5.1. Cllr Burgess proposed that the minutes of the meeting held on the 14<sup>th</sup> March 2022 were a true record, this was seconded by Cllr Harvey and agreed by all. <b>RESOLVED</b></p> <p>5.2. Committee was provided with an update report of the outstanding resolutions. There were 3 outstanding resolutions from the previous FGA meeting:</p> <p>5.2.1. Insurance review – The review is still to be completed, Cllr Burgess offered to complete this with Cllr Widdowson, and this will be presented at the July meeting. <b>ACTION</b></p> <p>5.2.2. Review into utilisation and profitability of the facilities GLPC manage – update was provided by Cllr Kupczyk (Item 13). <b>ACTION</b></p> <p>5.2.3. Business continuity plan – Cllr Nixon is to work with the Environment and Premises Officer and only bring back to FGA if there are any costs associated. Cllr Widdowson proposed to move this item from FGA for Cllr Nixon to bring to full council. This was seconded by Cllr Nixon and agreed by all. <b>RESOLVED</b></p>
<p><b>6. Grants</b></p> <p>Committee was asked to review the 2 grant applications as per the agreement made at Full council.</p> <p>6.1. <u>Conniburrow Community Fridge</u> – requested a grant of £1,000 for a jubilee event to provide secure funded places to cater for those who would be otherwise socially excluded from the event. Any funding not used will be returned to the parish council and a report given on how the money was spent. This was proposed by Cllr Kupczyk, seconded by Cllr Nixon, and agreed by all. <b>RESOLVED</b></p> <p>6.2. <u>Great Linford Community Hub</u> – requested a grant of £500 to support the three days of jubilee activities, monies will be used to purchase food and entertainment. This was proposed by Cllr Nixon, seconded by Cllr Kupczyk, and agreed by all. <b>RESOLVED</b></p>
<p><b>7. Review CCC Budget</b></p> <p>7.1. Cllr Widdowson proposed that the project budget for Conniburrow Community Centre was increased by £40k to £50k after a discussion at the April full council meeting. Funds are needed for purchases still required and staffing. A counter proposal was made by Cllr Nixon that the staffing costs be rolled into the budget once the building is taken on permanently and for now the budget for purchases be increased by £20k. Any</p>

further increase in funds required would be discussed at the full council meeting in July. This was seconded by Cllr Kupczyk and voted as 4 in favour and 1 abstention. **RESOLVED**

### 8. Carried forward figures / Rolling Fund

- 8.1. Cllr Nixon proposed that the carried forward figures for 2021-22 be accepted. This was seconded by Cllr Kupczyk and voted as all in favour. **RESOLVED**
- 8.2. Committee acknowledged the Rolling Fund projects from 2021-22 not yet started. **NOTED**

### 9. Food Initiatives

- 9.1. As per the CSC and Full Council meetings (March) it was agreed that GLPC would provide S137 monies to support the food initiative.  
Cllr Widdowson proposed that the S137 pot for this initiative was capped at a maximum of £15k for the 22-23 financial year.  
Cllr Nixon counter proposed that we agree the cap of £15k but have something in place to gauge the success and increase the funding if needed before the end of the financial year. This was seconded by Cllr Harvey and voted as 4 in favour, 1 abstention. **RESOLVED**

### 10. Review policies

- 10.1. Reserves Policy - Cllr Widdowson proposed the changes be accepted, this was seconded by Cllr Kupczyk and agreed by all. **RESOLVED**
- 10.2. Treasury & Investment Policy – Cllr Widdowson proposed to agree and confirm any changes to the policy, this was seconded by Cllr Kupczyk and agreed by all. **RESOLVED**
- 10.3. Grants Policy - Cllr Nixon proposed that grants are awarded to a maximum of £1,500 from budget year 23-24 and the common award to be £500. This was seconded by Cllr Kupczyk and voted as 3 in favour, 2 against and 0 abstentions. **RESOLVED**

### 11. Asset Maintenance Schedule

- 11.1. Committee were asked to make themselves familiar with the asset maintenance schedule document. After much discussion Cllr Widdowson proposed that the Environment and Premises Officer should attend the July meeting to discuss the figures, this was seconded by Cllr Burgess and agreed by all. **RESOLVED**

### 12. Contracted Payments

- 12.1. Cllr Widdowson proposed that the Contracted Payments and their methods of payment were accepted., this was seconded by Cllr Nixon and voted as all in favour. **RESOLVED**  
As per item 11.1, FGA would like the Environment and Premises Officer to attend the the July meeting to discuss the out-of-date contracts and those due for renewal.

### 13. Facility Profitability

- 13.1. Cllr Kupczyk gave a verbal update on the utilisation and profitability review detailing the process and what she was hoping to achieve. The review will look into the facilities GLPC manage to give proposals for consideration to maximise the income of each area. Committee discussed advertising and the pricing structure.  
Cllr Kupczyk to set a meeting date with the RFO to start the process and will give a progress report at the July meeting with a completion date set for the end of August. **ACTION**

It was confirmed that the next Finance Governance and Asset meeting would be held on Monday 20<sup>th</sup> June 2022.

The meeting was closed at 21.00

Chair \_\_\_\_\_

Date \_\_\_\_\_