

FARNSFIELD PARISH COUNCIL

Draft Minutes of a meeting of the Finance, Risk and Staffing Management Committee (FRSM) of Farnsfield Parish Council held at 8pm on Wednesday 15th March 2017 in the Library Annex, The Village Centre, New Hill, Farnsfield.

Cllr Woods opened the meeting at: 8.05pm

Present: Cllrs. Woods (acting chair), Healy, Selby, McDowall, Waterfield, Clarke and Rachel Waterfield (clerk) .

2 members of the public were in attendance.

1. Apologies for absence.

None.

2. Declarations of interest.

None.

3. Election of Chair.

Adjourned until the next full PCM.

4. Public open session.

Cllr. Woods suspended standing orders at 8.07pm.

No members of the public wished to speak.

Cllr. Woods reinstated standing orders at 8.07pm.

5. Acceptance of minutes from October 2016.

On file.

Cllrs. Selby and Clarke were present at the previous meeting.

They resolved to accept the minutes from October 2016.

6. Matters arising from minutes of October 2016.

None.

7. Review and acceptance of Terms of Reference and scheme of delegation.

On File.

Cllr Woods presented revised TOR. He proposed an amendment to Section 1, Bullet point 3.

The Committee resolved unanimously to accept the revised TOR and scheme of delegation.

Action: Clerk to put on the agenda for the full PCM.

8. Clerk's Report.

8.1 2016/17 internal audit arrangements.

Report on file.

9. Finance.

9.1 Review of Farnsfield Parish Council Financial Regulations.

It was agreed that the Clerk would review the FPC Financial Regulations and Standing Orders alongside the model financial regulations and standing orders provided by SLCC and draft revised documents. Cllr Woods and the internal auditor will review these before presenting to the Full Council at the AGM.

Action; Clerk to prepare the Draft documents and submit to Cllr. Woods for review.

9.2 Presentation of accounts for February 2017.

Will be an agenda item for future meetings.

9.3 Detailed Review of Budget Allocations and Cost Centres 2017/18.

Cllr. Woods voiced his concern over the financial implications for future budgets of capital projects implemented in the coming financial year generating increased maintenance costs in subsequent years. The revenue implications arising from all future capital projects needs to be identified and agreed before a project is accepted.

He also proposed that Council approve a review programme of ongoing budget costs at the next PCM. The Clerk informed the meeting that she had undertaken such a review of waste management costs.

Action: Clerk will prepare a review of the waste management costs to Council

10. Risk.

10.1 Review of Farnsfield Parish Council Risk Management System.

Cllr. Woods identified the need for there to be a robust risk management system to be in place.

The Land Registration process for the Council owned land was discussed. This will be on the agenda for the next meeting.

Action: Clerk to review risk management and present an updated Risk Assessment at the next meeting.

10.2 Review of Policies and Procedures for dealing with requirements arising from the DDA.

Action: Clerk and Cllr. Clarke will review what policies and procedures are in place and present at the next meeting.

11. Staffing.

11.1 Review of Farnsfield Parish Council Staffing Management.

Cllr. Woods identified the need for there to be a review of staff management policies and procedures to be in place.

Action: Cllrs. Woods, Selby and McDowall will review staffing policies and procedures before the next meeting.

Cllr Woods closed the meeting at 9pm.