

**Minutes of a meeting of the Finance and Risk Management Committee held at 7pm on Tuesday 11th June 2019 in the Lower Hall, Village Centre, New Hill, Farnsfield.**

**Present:** Cllrs. Purcicoe (Chair), Johnson, Selby, K. Clarke, I. Clarke, Dennis, Westbury, Waterfield, Healy and Frost. Rachel Waterfield (Clerk)  
4 Members of the public were also in attendance

**Cllr. Purcicoe opened the meeting at 7pm**

**19.1 Apologies for absence**

None

**19.2 Declarations of interest**

None

**19.3 Declarations to record the meeting**

None

**Cllr. Purcicoe suspended standing orders at 7.01pm**

**19.4 Public open session**

A member of the public asked Council which accounting software it used.  
The clerk responded that RIALTAS software was used

**Cllr. Purcicoe reinstated standing orders at 7.02pm**

**19.5 Committee to review Farnsfield Parish Council Draft Standing Orders with a view to recommending adoption at the June Full Parish Council Meeting.**

**The committee resolved unanimously to the amendment of standing order 5d as noted**

**The committee resolved unanimously to recommend that full Council adopt the amended standing orders**

**19.6 Finance**

Clerks report: Presentation of the May 2019 Accounts

**FPC Financial summary as of 31/5/2019**

<b>Opening Balance</b>	<b>£ 423,109.15</b>
<b>Closing Balance</b>	<b>£ 411,463.68</b>
Unity Trust Balance:	£ 285,179.66
Nation Wide BS Balance:	£ 126,284.02
Total Receipts for May 2019:	<b>£5,835.16</b>
Total Payments for May 2019:	
<b>Gross £17,480.63</b>	
<b>NET</b>	<b>£16,729.37</b>
<b>Current Year Fund</b>	<b>£ 121,447.99</b>
<b>Reserves</b>	
General Reserves:	£95,170.56
CIL/s106 EMR:	£181,465.72
SANGS EMR:	£12,393.68

Cllr. Johnson questioned the Cost Centre allocation of the Grant to the British Legion for the Summer BBQ.

Cllr. Johnson requested some financial training for Councillors.

Report from Cllr. Johnson on the April 2019 Accounts - Appendix 1.

Selection of Cllr. to review the May 2019 accounts and June 2019 Bills for payment.

**Action: Cllr. Westbury will review the May accounts and June bills for payment**

#### **19.7 Committee to consider renewal of the EON energy contracts and use of Utility Aid**

**Action: It was agreed that Cllr. Westbury would review the contracts and information would be sought from Utility Aid.**

#### **19.8 Report on review of the BT contract**

Cllr. Westbury is negotiating a refund from BT for unsolicited charges. The investigations into the library lines is ongoing as are the contract negotiations with BT.

Cllr. Westbury and Dennis are continuing to review the best options for the Village Centre broadband going forward.

**Action: Cllr. Westbury will report back to the June PCM**

Who was to responsible for the library phonelines ongoing was also discussed. Cllr. Waterfield suggested that Council should be looking at making rental procedure for the Library as simple as possible so as to encourage its continued provision.

#### **19.9 Committee to consider the email hosting invoice for 2019-20**

**The committee resolved unanimously to approve the payment for 2019-19 with an annual review in 6 months' time.**

#### **19.10 Committee to consider the use of a Unity Trust Corporate Multipay Card**

**Action: The clerk to bring details back to the FRMC Meeting in July**

**19.11 Committee to Consider the risks associated with the management of the s106, CIL and SANGS Monies and restrictions on their deployment.**

Appendix 2

**The Committee resolved unanimously not to spend any CIL or s106 monies until the risk have been fully assessed**

**The committee resolved unanimously to suspend standing orders and continue the meeting until 8.10pm**

**19.12 Committee to review the Community Grants Policy with a view to amending and recommending adoption at the June 2019 Full Parish Council Meeting.**

Appendix. 3

**The Committee resolved unanimously to suspend the application of this grants policy for new grants forthwith and remove it from the website.**

**19.13 Committee to review the Draft Grants Policy with a view to recommend adoption at the June Full Parish Council meeting.**

Appendix.4

**The committee resolved unanimously to recommend adoption of the policy with the amendment that Grant applications be reviewed bi-annually**

**Action: Clerk to amend the policy and put on the agenda for adoption by full Council**

#### **19.14 Grant Application from Citizens Advice**

**The committee resolved unanimously to carry this matter forward until a grants policy was in place**

#### **19.15 Report on actions taken regarding the Fire Risk Assessment**

Cllr. Purcicoe presented his report  
Appendix 5.

#### **19.16 Committee to consider the provider of the August 2019 Fire Risk Assessment.**

Cllr. Purcicoe presented his recommendations  
**Action: the clerk to agenda this item for Full Council**

**Cllr. Purcicoe closed the meeting at 20.12 pm**

Accepted

## **Appendix 1**

### **Report on the financial control checks of April accounts for the 11 June FRM meeting**

#### **Cashbook from the accounts system compared to April bank statements**

Cashbook1 (Unity Trust bank) payments made between 1/04/2019 and 30/04/2019 were compared to the equivalent bank statement and found to match. However, comparison is difficult where the cashbook references and the bank statement references is very different, for example, SCREWFIX in the cash book and UK TRADE on the bank statement. Comparison is easier if the same name is used if possible - similarly with Rocreative and Robert Baguley.

#### **Review and sign all invoices against the April's bank statements**

Bank statements for 1/04/2019 to 30/04/2019 to invoices were compared to invoices.

We should check the sort code and account details for new bank transfers that are set up. Do the bank signatories check this against the invoice or other notification for a new payee? The checks were done without the Clerk so no bank details were checked on this occasion.

#### **Findings of checks of the April invoices and receipts.**

There was a minor query on one receipt, to be referred to the booking clerk.

All April invoices were found to be in line with Financial Regulations in respect of procurement.

All April invoices were checked against the budget nominal code and cost centre and these recommendations are made

- that the cost of refuse bags be allocated to 4640, refuse charges rather than 4610 sundry tools and supplies - this allows Council to understand how much refuse collection is costing.
- the cost of maintenance of the hedge on footpath 9 be allocated to 4660 - as this is the budget used for the hedge maintenance rather than 4620 Minor Works and Maintenance.

#### **Accounts**

The Public Works Loan (PWL) for the Village Centre extension and improvements was paid in this financial year but due last year, that is, in 2018/2019. Reserves were higher than expected at year end in part due to this late payment. Our allocated budget for the loan is insufficient as three further payments are due this year £3216.67 in September, £455.27 in July and in January 2020 out of a remaining budget of £911. Council needs to consider what action to take, such as moving funds from reserves. Can this be on the agenda for the July Finance and Risk Management meeting?

I understand that we are accounting on an income and expenditure basis rather than a receipts and payments method. I don't understand the differences and I would like to look at some financial training for myself and other councillors who want it. Can this be on the agenda for the July Finance and Risk Management meeting.

**Jackie**

## Appendix 2

### **11. 19.11 Committee to Consider the risks associated with the management of the s106, CIL and SANGS Monies and restrictions on their deployment.**

> For those on the council unaware of my background I am by profession I am a qualified systems auditor and process improvement consultant. I've worked in the highly regulated telecommunications and Healthcare industries for nearly 40 years.

My interest in this topic comes from concerns expressed by members of the public at the Annual Parish Meeting and my own intent to ensure that we as a council discharge our responsibilities in full compliance with the powers we have and within the rules of those governmental schemes we are required to apply.

The legislation in this area is complex, as is the process for managing these monies, as many different parties are involved. Aspects of the scheme were newly implemented when our developments were proposed which has contributed to difficulties in scheme application. It also seems that our relationship with Newark and Sherwood District Council has not been fully effective over the period which has not helped.

I must stress my review is not yet complete and I am still in discussions with the Newark & District Council Infrastructure and S106 Officer. However, issues found to date include:

Ash Farm:

- S106 legislation was new when Ash Farm was built this money has been given under contract to FPC. There are contractual conditions for use we need to demonstrate compliance with. It needs to be split into three funds SANGS, Children's Play areas, Community facilities. We only have two funds S106 and SANGS.
- S106 monies granted to clubs without FPCs grant policy being followed.
- Grant policy itself does not support the necessary audit trail for CIL and S106 money use

[Risk of clawback of Ash Farm S106 and CIL monies due to FPCs inability to spend money in required timeframes and/or evidence its appropriate use.](#)

Bellway & Miller

- Loss of 70k CIL funds to FPC due to Neighbourhood Plan and Development approval timing issues.
- S106 monies need claiming from NSDC based on specific project plans, there are multiple funds for specific uses which have not been recognised in our projections.

Risk of clawback of CIL monies due to FPCs inability to spend money in required timeframes and/or evidence its appropriate use.

Risk that we will not get access to S106 monies if we cannot establish appropriate agreed projects in association with NSDC.

### Appendix 3

#### 12. 19.12 Committee to review the Community Grants Policy with a view to amending and recommending adoption at the June 2019 Full Parish Council Meeting.

> During my review of the management of S106, CIL and SANGS money it became clear that it was impossible to separate this from a review of the current grants policy which references these monies. My review of the grants policy found a number of issues including:

- Policy is illegal as we are not allowed to charge 5% Admin on CIL funds
- Policy is impracticable as won't be able to distribute 25% of CIL monies received in all FYs
- Policy is inappropriate as we cannot ensure granted money is used in compliance with rules
- Policy is not effectively applied in a number of areas including provisions for, matched funding, clawback, single application per financial year

The granting CIL and S106 monies is a derogation of our responsibility to others which leaves all council members open to criticism and potential action regarding their application of the CIL and S106 scheme rules.

**Recommendation:** we should cease the application of this grants policy for new grants forthwith and remove it from the website.

APPROVED

## Appendix 4

### 13. 19.13 Committee to review the Draft Grants Policy with a view to recommend adoption at the June Full Parish Council meeting.

> The Funding and Grants policy as distributed prior to this meeting has been designed to provide transparency to parishioners in both council funding and council grants taking into consideration best examples from a number of parish councils. Key points include:

- Policy only allows for a portion of S137 funds to be granted
- Policy sets clear budget for S137 grant fund
- Having one granting period Feb–March each year's simplifies council proceedings

Our prime function is not to make grants, it is to transact the duties of care we have as a Parish Council and transact parish council business. There are a number of alternative sources of grant aid within the Parish and we should signpost requests for grant aid made outside the policy timeframes to these organisations. This would allow us to better focus our resources on dealing with the key issues facing the parish and the concerns of parishioners.

**Recommendation** My recommendation is to implement the accept new grants policy, which does not include CIL or S106 funds. We need to agree the fund available, but we should not allocate the entirety of our S137 funds as this limits our own spending power.

ACCEPT

## **Appendix 5**

Fire Detector work installed - 1No. 8 zone panel, 28No. Smoke detectors, 10No. Remote LED indicators, 9No. Visual/Audible Beacons.

O/Standing 2No. exterior lights on upper ramp, 1No. old beacon to change which failed the maintenance take over checks.

Fire doors installed - 13No. doors changed Remainder to complete during school holiday period.

Electrical checks - Purchase order raised with contractor, waiting for date for works to take place.

**Derek Purcicoe**

Farnsfield Parish Councillor

ACCEPTED

**Minutes of a meeting of the Finance and Risk Management Committee (FRM) of Farnsfield Parish Council held at 7pm on Tuesday 9<sup>th</sup> July in the Lower Hall, The Village Centre, New Hill, Farnsfield.**

**Present:** Cllrs. I. Clarke (chair), Johnson, Purcicoe, Westbury, K. Clarke, Frost, Waterfield, Healy, Dennis and Rachel Waterfield (Clerk)  
6 Members of the public were also in attendance.

**Cllr. I Clarke opened the meeting at 7pm**

**19.17 Apologies for absence**

Apologies were received and accepted from Cllrs. Selby and Murden

**9.18 Declarations of interest**

None

**Cllr. I Clarke suspended standing orders at 7.01pm**

**19.19 Public open session**

No matters arising.

**Cllr. I Clarke reinstated standing orders at 7.02 pm**

**19.20 Finance**

**FPC Financial summary as of 30<sup>th</sup> June 2019**

**Opening Balance: £ 411,463.68**

Total Receipts for June 2019: £ 3,466.53

Total Payments for 2019: Gross £11,744.61 NET. £ 10,501.34

**Closing Balance £ 403,185.60**

**Current Year Fund** £113,169.91

**Reserves**

General Reserves: £100,982.66

EMR CIL/s106: £175,805.18

SANGS EMR (Millennium Woods and Wetlands Project): £12,393.12

EMR BKV: £834.73

**19.21 Items for discussion and/or information:**

**19.21.1 AGAR and Nolan Principles**

Report from Cllr. I Clarke:  
Appendix 1.

Cllr. I Clarke asked if Councillors had anything to add.  
Nil.

At Cllr. I. Clarke's invitation Cllr. Purcicoe reported that the Cricket Club was thriving on Friday nights and that this was the sort of activity for families which the village should be encouraging.

#### 19.21.2 TOR. Discussion

Report from Cllr. I. Clarke on the Finance and Risk TOR:  
Appendix 2.

Cllr. I Clarke asked if Councillors had anything to add.

**Action: Councillors discussed the matter and it was decided that councillors would consider their membership of committees outside of the meeting.**

#### 19.21.3 Grants policy award periods and decision making body

Report from Cllr. I. Clarke:  
Appendix 3.

Cllr. I. Clarke asked Councillors if they had anything to add:

- Cllr. Waterfield voiced his concern over budgeted grants monies not being awarded by the end of the financial year if only half the budget was awarded at the beginning of the year.
- Cllr. Dennis questioned s137 budgeting: The clerk responded that this would be addressed when discussing the annual budget following a meeting with Cllr. I. Clarke.

**Action: Cllr. I. Clarke and the Clerk will meet to discuss the Grants Policy and will present a proposal to the next PCM**

#### 19.21.4 Report on progress on Unity Trust Corporate Multipay Card

No Report

#### 19.21.5 Councillor Credit Card Use:

Cllr. I. Clarke addressed the committee.

This topic has re-occurred at a number of meetings since I have joined the council. Our existing Financial Regulations state and I quote Section 6.18.

‘Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.’

This can only be suspended according to Section 16.2. which states. ‘The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.’

#### 19.21.6 Changes to FPC Financial Regulations to reflect NALC Draft Financial Regulations

Cllr. I. Clarke addressed council with key points.

I have spent time with the Clerk reviewing our Financial Regulations in line with the National Association of Local Councillor guidelines. We have made revisions to match these guidelines as closely as possible. Our revisions also take the opportunity to reduce the amount of time taken to review our financial transactions on a monthly basis, releasing the clerk and members of the council to implement council projects for the benefit of the community. The key revisions suggested are:

- Reference to the FPC Community Infrastructure levy and S106 Grants policy has been removed

- Requirement to review bank reconciliations and bank statements has been changed to quarterly
- RFO authorisations or submissions will in future be made to the Finance and Risk subcommittee, where allowed
- Employee salary rates, emoluments and terms and conditions may be authorised by the staffing committee
- Section on public works contract has been added, **which is the reason for the resolution to suspend the FPC procurement policy.**

#### 19.21.7 Potential to apply to FA Facilities Small Grants Scheme

Appendix 4.

Cllr. I. Clarke addressed the Committee:

In the interests of transparency, I will declare I have a vision for football in Farnsfield. I believe a village the size of Farnsfield should have a thriving football club with representation at all age demographics with equality of access between male and female players whatever their age. To support this, I believe we need to re-surface the adult pitch and add one or more children's pitches to the Acres. As well as this we need to refurbish the pavilion ensuring there are appropriate changing, shower and toilet facilities for both male and female players. I would also propose the toilets allow external access to allow their use by the community in certain circumstances when the pavilion is closed. I would also like to see an all-weather path installed from the car park to the pavilion, and a facility in the pavilion for the storage of a rough terrain wheelchair which may be used by wheelchair users to access Millennium woods.

At this stage I am not asking for approval for the project simply approval to construct a grant application for part of the project, which will be brought back before the full council for resolution before submission.

Cllr. Johnson suggested that in her experience most grant applications require as a pre-requisite that community engagement be evidenced before the application would be considered. Cllr. I. Clarke said that he hoped interested parties would come forward as a result of this agenda item.

#### 19.22 Items for resolution:

Chair Cllr I. Clarke proposed each of the resolutions to follow:

##### [19.22.1 Resolution to suspend the document 'Procurement Policy and Procedure – Adopted 25 Sep 2018 pending review'](#)

The resolution was carried unanimously

##### [19.22.2 Resolution to adopt the revised Financial Regulations as per the document 'FPC Financial Regulations – Reviewed 2 July 2019'](#)

Cllr. Dennis proposed an amendment to the resolution in that:

[On p10, 7.1 and 7.3 payment of salaries: the 'Staffing Committee' be replaced by 'Full Council'](#)

The amendment to this resolution was carried unanimously

The amended resolution was carried unanimously

##### [19.22.3 Resolution to reject grant application from Citizens advice and make them aware of the grants policy review](#)

The resolution was carried unanimously

##### [19.22.4 Resolution to make an application for FA grant to support Football Development works on Acres](#)

Cllr I. Clarke tabled an amendment to this resolution as follows:

[Resolution for approval to construct a grant application for part of the project, which will be brought back before the full council for resolution before submission.](#)

The amendment to this resolution was carried unanimously

The amended resolution was carried unanimously

19.23 Correspondence:

Nil

**Cllr. I Clarke closed the meeting at 7.53pm.**

Date and Time of next meeting

7pm Tuesday 10<sup>th</sup> September in the lower hall of Farnsfield Village Centre

accepted

## Appendix 1.

### AGAR and Nolan Principles

With the resolution to publish our Annual Governance and Accountability Report with three negative declarations its clear we are in onerous times. This is disappointing and is made all the more difficult by the fact that the statement is currently displayed on the village notice board.

However, I'm not disheartened by this as I see it as a clear indication that we as a council are not afraid of making difficult decisions which, may not show our operations in good light, but provide a clear indication of our intention to:

- deliver the levels of transparency that parishioners have been calling for and deserve
- implement legislative and normative standards to the best of our ability
- exemplify good practice in operational management and decision making

Members of the council and this sub-committee are volunteers with varied backgrounds and cannot be expected to be knowledgeable in all areas within the scope of their responsibility. This is typified in areas such as process management, financial management, risk management and road and village planning where sometimes even the most cursory understanding can be difficult to build. However, there are various options open to us to aid our operation including:

- recourse to NALC guidelines, templates and advice.
- seeking experts from district and regional council bodies and taking heed of their advice.
- developing expertise through training council members so that topics may be illuminated for others. On this particular point I would like to thank Councillors Johnson and Dennis for committing their time to attend training courses to equip them with expertise of specific use to this sub-group.

Developing and establishing the sort of governance that our parishioners have a right to expect as part of our culture will be a long and difficult journey with frustrations and setbacks on its path. However, I believe the rewards at the end of this process will be well worth the price in terms of the personal commitment that this will take.

This brings me on to the topic of the Nolan principles which all councillors have a copy of in their meeting packs. These principles resulted from a 1994 government committee established to review Standards in public life. In 2014 the organisation 'Leading Governance' published its report The Nolan Principles 20 years on. Their conclusion was the principles have made a difference and are as relevant now as they have ever been. If committee members live by these principles the welcome side effect is a council which has a tighter rein on process and compliance, leading to a win-win situation. If we practice accountability, integrity and leadership, we will ensure we as a council have a strategic plan in place, is spending public money wisely and is delivering exceptional service for all sections of our community. If we are selfless and honest, we will make decisions in the interests of the community, putting aside any personal interest and acting objectively and independently.

The principles recognise that not everyone can be an expert in financial management, planning and other specialist areas and seek to ensure good governance through behaviour and culture rather than process the more difficult route of process.

I'm sure that all my colleagues have a clear understanding of, and passion for, the 7 principles which I will summarise for the benefit of the public.

- **Selflessness** – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity** – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

- **Objectivity** – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability** – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness** – Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty** – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** – Holders of public office should promote and support these principles by leadership and example.

accepted

## Appendix 2.

### Finance and Risk Committee TOR

I must observe that when the composition of the Finance and Risk management committee evolved at the Annual Parish Council Meeting, I was surprised that a committee on what is a very dry and technical topic, attracted self-nominations from every council member. I am sure the motivations were varied but I would not expect the majority were driven by a deep interest in financial matters or desire to learn about income and outcome statements, the treatment of VAT and the management of risk.

This brought me to a review of the powers delegated to the committee through its terms of reference to seek an understanding of the committees popularity. For the benefit of the public these key powers extracted in summary form from the committees Terms of Reference include:

- Management of finance and risk in accordance with delegated authorities
- Ensure finances and resources are managed in a responsible manner
- Assess financial risks and impact on reserves and long-term plans
- Monitor the effectiveness of the controls with regard to cash management and fraud protection
- Monitor the effectiveness of audit
- Work with responsible financial officer to prepare a budget
- Monitor and make suggestions for improvements to the Full Parish Council for internal controls
- Review fees and charges
- Ensure proper records are kept
- To action resolutions as directed by the Full Parish Council
- To make recommendations for action back to the full Parish Council for approval as required

One last thing it is able to authorise spending up to £5000 where funds are available in the current annual budget for the specific purpose that the spending is required for. This did nothing to help me understand councillor motivations as in effect the committee has very limited powers with all significant decisions being referred back to the Full Parish Council.

As a result of this agenda item I don't expect to gain any further insights into individual motivations. However, given the concern highlighted at the recent extraordinary meeting that the council has been unable to drive projects forward in the timely manner that might be expected, I would observe that if we could spread out councillors time over a wider range of sub-groups using fewer members this would facilitate more topics being investigated we might get more things done.

### Appendix 3 Grants Policy and Award Making body

I remind council that the old grants policy has been suspended and the new one is yet to be resolved upon. There are a few key issues left to agree:

- 1) The two months in the year during which we will open the process for making grants
- 2) The total amount of S137 monies we will make available to be granted
- 3) The decision making body

In terms of the grant months the suggestion has been made that the May Annual Parish meeting would be a good point for grant proposals to be presented. This would require the grant application window to open in April to allow groups preparation time for the meeting. This would suggest a second open month in October.

From the website of the Society of Local Council Clerks the S137 multiplier for 18/19 is £7.86. This is multiplied by the number of people on the parish electoral role which in our neighbourhood plan is approximately 1300 people. However, this figure needs to be confirmed. This gives us a total S137 fund of approximately £10,000. In our last financial year our S137 spend was just short of £4,000. I would suggest we grant a total not exceeding £5,000 over the two periods leaving the remaining £5000 for the council to use at its discretion.

In terms of the decision making body I would suggest a working group to meet during the grant periods as required.

This is a topic we as a committee cannot resolve upon as it is out with our terms of reference. However, we may make recommendations on this topic to the full council.

ACCEPTED

## Appendix 4

### Premier League & The FA Facilities Fund Small Grants Scheme

The Premier League and The FA Facilities Fund Small Grants Scheme awards grants of up to £10,000 for the provision of capital items, or to refurbish/improve existing facilities. The aims of this scheme are to:

- Support the growth of football clubs and activity.
- Prevent a decline in football participation.
- Make improvements to facilities to address any health and safety issues.

#### Eligible projects

Grants, which cannot exceed 50% of the total project cost, are awarded to support the costs of the following list of projects or items:

- Replacement of unsafe goalposts
- Portable floodlights
- Storage containers
- Changing pavilion/clubhouse refurbishment and external works\*
- Grounds maintenance equipment
- Pitch improvement works (natural and artificial surfaces)\*
- Fencing

\* Routine maintenance works (i.e. preventative or cyclical maintenance works which are required on a regular basis to keep the facility in suitable condition) are not considered eligible under this scheme. Please refer to the specific advice in the sections below.

The Scheme is available to:

- Local authorities
- Educational establishments
- Grassroots football clubs (not including those in the FA National League System)
- Professional and semi-professional Football Clubs and their associated Community Organisations (from Premier League to Conference), to support their community outreach programmes.

**Premier League & The FA  
Facilities Fund**

Department  
for Culture,  
Media & Sport

Football  
Foundation



**Minutes of a meeting of the Finance and Risk Management Committee of Farnsfield Parish Council held at 7pm on Tuesday 10<sup>th</sup> September 2019 in the Lower Hall, Farnsfield Village Centre, New Hill. Farnsfield. NG228JN.**

Present: Cllrs. Westbury (chair), I. Clarke, Johnson, Dennis, Murden, Purcicoe, Frost, Selby, K. Clarke and Rachel Waterfield (clerk).

15 members of the public were also in attendance.

**Cllr. I. Clarke opened the meeting at 7pm.**

19.24 Apologies for absence.

Apologies were received and accepted from Cllrs. Selby, Healy and Waterfield.

19.25 Declarations of interest. - None.

19.26 Declarations to record the meeting.

The Clerk declared an intention to make an audio recording of the meeting for the records.

**Cllr. I. Clarke suspended standing orders at 7.02pm**

19.27 Public open session:

Representatives from Farnsfield Villa Football club discussed the maintenance of the pitch and stated that improved facilities would be advantageous.

**Cllr. I. Clarke reinstated standing orders at 7.08 pm.**

**19.28 Finance:**

19.28.1 Review of the June 2019 Accounts.

**Action: Cllr I. Clerk will review retrospectively.**

19.28.2 Presentation of the July and August 2019 Accounts.

**FPC Financial summary as of 31<sup>st</sup> August 2019**

**Unity Trust Bank:**

Opening Balance 1<sup>st</sup> July 2019 £276,342.08

Total Receipts for July and August 2019: £ 2,546.75

Total Payments for July and August 2019: Gross £ 16,215.08 NET £ 14,657.03

Closing Balance 31<sup>st</sup> August 2019 £262,673.75

Nationwide BS: £126,326.52

Cumulative Funds 31<sup>st</sup> August 2019 £389,559.77

Current Year Fund £99,544.08

Reserves

General Reserves: £107,154.25

EMR CIL/s106: £169,633.59

SANGS EMR (Millennium Woods and Wetlands Project): £12,393.12

EMR BKV: £834.73

19.28.3 Selection of Cllr. to review Q2. 2019 accounts.

**Action: Cllr. Dennis to review the accounts.**

**19.29 Risk.**

19.29.1 Committee to discuss the process for reviewing Council insurance.

**Action: Cllr. Murden will review with the clerk and report back to the October meeting.**

19.29.1 Report from Cllr. Purcicoe on the Village Centre Electrical works:

Barker and Sheldon completed the periodic electrical inspection of the village centre.

A number of C2 defects were identified along with a number of items requiring further investigation. A satisfactory certificate will be issued once the defects and further investigation works have been carried out. This work has been provisionally booked in for Wednesday 25th and Friday 27th September subject to approval.

Cllr. I. Clarke thanked Cllr. Purcicoe for all the work he had done on the management of the works identified in the August 2018 VC Fire Risk Assessment.

### **19.30 Items for Discussion and/or Information.**

19.30.1 Data breach procedure for review Cllr Johnson presented her procedure. - On file.

19.30.2 Policy and procedure Unity Multipay Corporate Card use.

Cllr Johnson presented her report:

1. The programme administrator should be Rachel and we are recommended to have two. For our use this is not an active role as we are likely to have only one card holder, but it would be good to have another named contact. I expect this will need to be a bank signatory.
2. We need to select our statement date from 2nd 9th 17th 26th of the month.
3. We will manage online and pay IN FULL by direct debit each month.
4. We will opt not to withdraw cash.
5. I suggest an overall card credit limit £2000 and transaction limit of £1000 which allows for exceptional items such as a laptop, although spend would usually be for much smaller amounts.

19.30.3 Access to Nationwide account and signatories for all bank accounts & credit cards  
The bank signatories were identified as Cllrs. K. Clarke, Selby and Healy.

**Action: Cllr. K. Clarke will meet with the clerk to arrange access to the Nationwide BS Account.**

19.30.4 Update on VAT investigation from Cllr. I. Clarke:

Further analysis has been carried out by myself and the Clerk on the VAT advice given to us by The Parkinson Partnership and we have received the answers to a number of follow-on questions. We are now clear that we can reclaim the VAT back, without limit, on any purchases that we make to support the delivery of free services agreed by the council. There is also the option to charge VAT on activities at specific locations to enable us to recover VAT incurred in the delivery of services at the locations. The most appropriate approach to be taken depends on investments planned across the village and a decision on VAT approach is best made when there is a clear plan for the investment of our CIL and S106 funds.

**Action: Clerk will reclaim VAT on non-business activities.**

19.30.4 report on the status of CIL/s106 Working Group discussions by Cllr. I. Clarke:

We now have a clear understanding of the restrictions on the deployment of CIL/S106 funds, how funds deployed to date have been used and what funds we are able to claim in the future. It is my intention to call a meeting of the working group at the first possible opportunity to review information gained to date and provide agreed recommendations for action to the council.

Cllr. Johnson asked that written confirmation from NSDC be sought as to exactly what monies FPC are expecting.

**Action: Cllr I. Clarke to request this.**

19.30.5 Update on pavilion and acres football development ideas from Cllr. I. Clarke:

At the last FRMC a resolution was passed to allow the construction of a grant application for a project for Football at the Acres which would be brought back before the full council for consideration. The preliminary step for constructing the application has been the establishment of a Strategic Definition for the Project taking into account Sport England guidelines on the topics of Club House and Sports Pitch design, construction and management.

It's clear the existing pavilion is not fit for purpose and is in need of action to bring it up to Sports England Standards making it suitable for players and officials of all ages and genders. Sports England figures state a 250k cost for a new build facility. Based on a draft design we have a number of quotes which indicate we can upgrade the existing facility to the required standard for a cost of around 75k.

The cost benefit of this investment does not stack up unless a greater use of the Acres is achieved. To achieve this goal, it's the working groups recommendation that consideration be given to the inclusion of a floodlit 3G pitch and other leisure facilities to promote usage of the area. Given location constraints and the fact that the FA would oppose planning permission for artificial pitches on existing playing fields unless they meet FA standards the most appropriate size of pitch would be one built for under 8s mini soccer which would also be suitable for adult five a side and training. There are a number of key concerns to be resolved including facility access, parking, booking and payment for use. It's the intention of the working group to seek solutions to these issues before giving their final recommendations to council

**Actions: Cllrs I. Clarke, Westbury and Johnson will meet to formalise the structure and scope of a working party to progress this project.**

19.30.7 Consideration of the Forward/Strategic Plan and work needing to be done to identify problems and develop solutions for the next financial year and future years.

**Actions: The four chairs will meet with the clerk to understand the process**

8. Resolutions:

19.31.1 [Acceptance of the Data Breach Procedure](#)

[The committee resolved unanimously to approve this resolution](#)

19.31.2 [Committee to resolve to apply for a Unity Multipay Corporate Card](#)

[The committee resolved unanimously to approve this resolution](#)

**Action: The clerk will action this**

19.31.3 [Committee to resolve on signatories for the bank accounts and credit card](#)

[The committee resolved unanimously to retain Cllrs. K. Clarke, Selby and Healy and remove B. Hill from the list](#)

19.31.4 [Committee to resolve on the use of Barker and Sheldon to carry out the remedial works identified during their inspection to enable a satisfactory certificate to be issued](#)

[The committee resolved unanimously to approve this resolution](#)

19.32 Correspondence: None.

Cllr. I. Clarke closed the meeting at 7.53pm.

Date and time of next meeting: Tuesday 8<sup>th</sup> October, 7pm. Lower Hall, Village Centre

**Minutes of a meeting of the Finance and Risk Management Committee of Farnsfield Parish Council held at 7pm on Tuesday 8<sup>th</sup> October 2019 in the Lower Hall, Farnsfield Village Centre, New Hill, Farnsfield**

**Present:** Cllrs. I. Clarke (chair), Purcicoe, Westbury, Johnson, Frost, K. Clarke, Selby, Dennis, Murden and Rachel Waterfield(clerk)  
9 Members of the public were also in attendance

Representatives of Crifton Lodge Solar Farm Planning Application presented to the room prior to the meeting.

**Cllr. I. Clarke opened the meeting at 7.18 pm**

19.33 Apologies for absence.

Apologies received and accepted from Cllrs. Waterfield and Healy.

19.34 Declarations of interest.

Cllr. K. Clarke. Declared an interest in agenda items 19.39.8 and 19.39.

Cllr. Purcicoe declared an interest in agenda item 19.39.9.

19.35 Declarations to record the meeting.

The clerk declared an intention to make an audio recording of the meeting.

A member of the public declared an intention to record the meeting.

**Cllr. I. Clarke suspended standing orders at 7.20pm**

19.36 Public open session.

The Public open session is recorded, and questions noted by the clerk and chair.

**Cllr. I. Clarke reinstated standing orders at 7.27pm**

**19.37 Finance:**

19.37.1 Review of the Q2 Accounts

Cllr. Dennis presented his report on the September account review (on file)

**Action: Anomalies identified to be addressed by the clerk.**

19.37.2 Presentation of the September 2019 Accounts and 6<sup>th</sup> Month budget report (on file)

**FPC Financial summary as of 30<sup>th</sup> September 2019**

Unity Trust Balance: £ 287,247.37

Nation Wide BS Balance: £ 126,326.52

Cumulative total: £ 413,573.89

Total Receipts for September 2019: £ 41,470.74

Total Payments for September 2019: £ 12,432.03

**Current Year Fund** £ 123,558.20

**Reserves**

General Reserves: £ 113,570.39

EMR CIL/s106: £ 163,217.45

EMR SANGS (Millennium Woods Project) £ 12,393.12

EMR BKV: £ 834.73

### 19.38 Risk

19.38.1 Report on the Review of FPC Insurance.

Cllr. Murden and Johnson presented their report (on file)

**Actions: recommended actions from the report to be reviewed by the FRMC**

19.38.1 Committee to receive and note the Q2 FPC risk assessment document.

**Action: Cllr I. Clarke and Johnson to review the 6 month risk report**

### 19.39 Items for Discussion and/or Resolution

19.39.1 Committee to note the receipt of the 2018-19 AGAR.

(AGAR on file and on the website)

Cllr. Purcicoe stated that the Audit report acknowledged the noncompliance Governance issues identified by Council and was satisfied by the actions in place to address these.

19.39.2 CILs106 report.

Cllr. I. Clarke stated that a report of all S106 funds remaining to be collected was provided to us by NSDC on Friday last week we are still awaiting the analysis of CIL funds. A full analysis of CIL/S106 transactions from Ash Farm onwards will be presented at the first meeting of the Strategic Plan Working Party. In total including LIS funding we expect received funds to total 681k, 48K of these funds has been spent according to scheme rules. It should be noted the 48k does not account for Village Centre improvements carried out since May this year.

19.39.3 Strategic Plan Working Party/ forward planning report.

Cllr. I. Clarke reported that the first meeting of the Strategic Plan Working Party would take place at 7pm on Tuesday 15<sup>th</sup> October.

**Action: Working Party to be publicised on Facebook, website and by posters around the village.**

19.39.4 Committee to discuss the LIS £20,000 skatepark grant and the terms of acceptance with a view to resolving what next steps to take.

The Committee resolved at a previous meeting to accept the grant. The committee authorised the clerk to sign and return the contract.

**Action: Clerk to sign and return the contract.**

19.39.5 Committee to discuss what investment options are available to achieve better returns on those funds currently in the Nationwide.

Cllr. Purcicoe expressed concern that the Council monies were not invested in the most financially efficient way.

Cllr. Johnson responded that there were issues surrounding parish Council investment of funds and that an investment strategy and Treasury and Management strategy were needed in order to sign off the AGAR. She has prepared drafts.

**Action: Cllr. I. Clarke to review the investment and Treasury strategy.**

19.39.6 Report on progress of the Multipay Corporate Credit Card.

**Action: Cllr I. Clarke to sign document after the meeting**

19.39.7 Report on the Access to the Nationwide BS Account and bank signatories:

The signatories have been amended and the clerk authorised to manage the account.

**Action: Clerk to contact Nationwide to follow up on monthly statements.**

19.39.8 Request from Farnsfield St. Michaels School for CIL funds

The committee discussed the request from the school for assistance with the application on CIL funds from the local developments. They need to apply to NSDC for these funds not the Parish Council.

**Action: Cllr. Murden will liaise with the school on this matter.**

19.39.9 Request from Farnsfield Cricket Club for a grant application form.

The committee discussed this and confirmed that the Community Grants policy no longer exists. No grants will be available until the next financial year. A grants policy is under review, but it will pertain to the s137 grants which will be at a much lower level than previously awarded.

**Action: Clerk to advise the Cricket club of this and to invite them to speak to Councillors if they wish to discuss the matter further.**

19.39.10 Invoice from St Michael's Church for a contribution to the upkeep of the Churchyard  
None received at the time of the meeting.

Cllr. Purcicoe identified the fact the Churchyard will soon be full and that there were implications for Council regarding its upkeep when this arises.

**Action: Cllr. Purcicoe and Murden to review this and report back to the committee.**

19.39.11 Request from St Michael's Church for a contribution towards the cost of the NSDC waste disposal

Not received at the time of the meeting.

#### **19.40 Correspondence:**

19.40.1 A correspondence has been received from a resident regarding Councillors declarations of interest regarding the siting of the skatepark.

#### **Actions:**

**Councillor I. Clarke to prepare a response for the Clerk to send to the resident.**

**Clerk to follow up with Cllr. Laughton on training available for Councillors regarding declarations of interest.**

19.40.2A letter was received from Farnsfield School PSA requesting support with the school Christmas Fayre.

It was decided to hold the request over until the next meeting by which time the grants policy could be available and allow us to make a small grant out of S137 Funds.

**Cllr. I. Clarke closed the meeting at 8.13pm**

**Date and time of next meeting: 7pm Tuesday 12<sup>th</sup> November, Lower Hall, Village Centre**

**Minutes of the Finance and Risk Management Committee held at 7pm on Tuesday on 12 November 2019 in the Lower Hall, Village Centre, New Hill, Farnsfield**

Present: Cllrs. I. Clarke (Chair), K. Clarke, Dennis, Healy, Johnson, Purcicoe and Westbury.  
5 members of the public were also present.

**Cllr. I. Clarke opened the meeting at 7:00**

19.40 The meeting is recorded by council.

19.41 Apologies for absence were received and accepted from Cllrs. Waterfield, Selby and Murdon.

19.42 Declarations of interest - none.

19.43 10 minute public open session – queries raised in the meeting were answered.

19.44 FPC Financial Summary as at 31 October 2019.

Unity Trust Opening Balance	£286687.87	
Monthly receipts		£2756.94
Monthly payments net of VAT		-£4116.72
VAT		-£81.71
Closing Balance		£285246.38
Nationwide <sup>1</sup> Opening Balance	£126284.02	
Closing Balance		£126284.02
Total Funds <sup>2</sup>		£411530.40

Note<sup>1</sup> Nationwide reconciliation shows a + £42.50 discrepancy due to an incorrect accounts posting, to be corrected

Note<sup>2</sup> Total funds include committed orders shown below and also our general reserve

Village Centre roof works	£86406.00
Millennium Woods thinning	£6400.00

19.45 Update on the casual vacancy.

Cllr. Frost resigned after 22 October council meeting. As advised by NSDC we have given notice of the vacancy to allow electors to request a poll. NSDC notified us on 12 November that we can co-opt a councillor. The co-option will be decided at the 17 December council meeting. The closing date for applications is 6 December at 17:00.

19.46 Report on the churchyard.

On Monday 14th October Cllrs. Murden and Purcicoe met with Mr. Geoff Illingworth (Church Warden) to discuss a number of matters relating to the council's responsibilities when the graveyard becomes full.

By virtue of S215(2) of the Local Government Act 1972 the Parochial Church Council may at any time serve a written request on the local council to take over the maintenance of the closed churchyard within 3 months of the request. This is then a financial risk that would be placed on the parish council although, the parish can pass on the maintenance responsibility to the district council.

Items discussed at the meeting

1. Churchyard maintenance - this currently costs approx. £1750 per year for grass cutting and hedge trimming. Additional costs are incurred when other works are carried out.

2. The parish council currently make a £500 contribution to this maintenance.
3. There are 12 - 14 burial plots remaining at the time of the meeting and they cannot be reserved
4. There have been 4 burials this year with another on 19 November. Closure could be within 3 - 4 years.
5. No recent survey has been carried out on the churchyard trees most are covered by tree protection orders.
6. During the meeting it was requested that the parish council resume their previous commitment to pay for the NSDC waste collection.

The purpose of the visit was to identify the potential financial risk to the parish council upon closure of the graveyard. Although it is not necessary to consider any budget implications for the next financial year, the possible costs may need to be considered thereafter.

Councillors noted the report and the financial risk associated with the future churchyard closure.

19.47 Update from Cllr. I. Clarke on the developer contributions report for year end 31 March 2019.

FPC is required to post on our website and report to NSDC by 31 December 2019 details relating to the neighbourhood portion of the Community Infrastructure Levy the total CIL receipts for the y/e 31 March 2019.

**Action: Cllr. I. Clarke to prepare reports on CIL spend, S106 and SANGS for review by councillors before the 26 November 2019 meeting.**

19.48 To consider the Treasury Management Statement and Investment Strategy for adoption. Councillors agreed to recommend the Strategy to full council with the addition of a reference to the fact that only councils with a budget below £450,000 are covered and we have to confirm our eligibility with each relevant bank.

**Action: Cllrs. Purcicoe and I. Clarke to investigate additional bank accounts if possible, by the 26 November council meeting.**

19.49 Report from Cllr. Johnson on the Unity Trust bank mandate and consideration of any changes that might be needed. Councillors agreed that two signatories should be required for all payments even if the individual submitting the transaction is also a signatory.

**Action: Cllr. Johnson will review the bank mandate and find out what is best practice for authorisation and signatories.**

19.50 Correspondence

19.50.1 Briefing note L01-19 from NALC on the General Election and Purdah Period was noted.

**Cllr. I. Clarke closed the meeting at 7:50**

**Minutes of the Finance & Risk Management meeting held at 19:00 pm on  
Tuesday 14 January 2020 in the Lower Hall, Village Centre, New Hill, Farnsfield, NG228JN**

Present: Cllrs. I. Clarke (Chair), K. Clarke, Healey, Murden, Selby, Johnson, Purcicoe, Westbury  
Members of the public were also in attendance.

Cllr. I. Clarke opened the meeting at 19:00 pm.

20.51 Apologies for absence. Apologies were received Cllr. Dennis.

20.52 Declarations of Interest - none.

20.53 The meeting was recorded by council.

20.54 Cllr. I. Clarke suspended standing orders at 19:01 pm for the public to comment on agenda items or answer questions.

Concerns were raised over the new restrictions on parking in the co-op car park. Council agreed to check if the car park belongs to the village, that is the parish council, but this was not thought to be the case.

Cllr. I. Clarke reinstated standing orders at 7.09pm

20.55 Cllr. I. Clarke presented the December 2019 quarterly accounts review completed by himself and Cllr. Westbury.

The accounts were in order overall. Points to note were that bank charges were higher than expected due to the £50 set up fee for the Clerk's multi-pay credit card, booking clerk wages are overrunning

Village Centre hire is ahead of budget and the lengthsman's grant of £1200 had been received from ViaEm but the cost code needed to be corrected.

Councillors discussed the claiming of expenses by councillors for reimbursement of purchases made on behalf of council. A new credit card for use by the Clerk is expected to reduce the need for councillors to make purchases going forward but does not help with spend such as on plants for the BKV. Council has not been reclaiming VAT on items purchased by councillors and if we can be doing so.

**Action: Cllrs. Johnson, Healy and Murden to consider how best to manage the BKV expenses.**

20.56 To consider the draft 2020-21 budget and precept request.

Councillors were asked at the 24 November council meeting for input to the 20/21 budget. Cllrs Purcicoe and Johnson had submitted so far. Cllr. Clarke had prepared a draft budget using information received from NSDC regarding the tax base.

The tax payable on a Band D Property is arrived at by dividing our precept by the tax base which is 1318.47 for 20/21. Councillors were asked to send any further contributions for input to the budget to Cllr. I. Clarke.

20.57 To receive a report and consider the VAT reclaim for 2019-20

VAT reclaims have been submitted quarterly. Cllr. I. Clarke recommended that as we are not currently VAT registered this should be done annually after the end of year.

A proposal on our future VAT status will be brought to a full council meeting once finalised.

## 20.58 Cllr Johnson presented recommendations on outsourcing the payroll

Currently we use Basic PAYE software (free from HMRC) to calculate national insurance and tax due for our employees. At the November full council meeting we agreed that Cllrs. Murden and Johnson would review the payroll process with the Clerk. This was done on 30 December 2019 and as a result we are recommending that council consider outsourcing payroll.

Our recommendations are based on these considerations

- Outsourcing would reduce the risk of payroll errors and reduce the need for staff to be payroll experts.
- Payroll packages usually assist in meeting pension obligations and give alerts if any triggers or thresholds are reached regarding an employee's eligibility to join a workplace pension. Basic PAYE does not assess pension eligibility.
- We are required to provide a proper pay slip for our employees, Basic PAYE does not provide a pay slip ( but will from April 2020) and does not provide the net pay due and we are not providing accurate pay slips currently. For example, deductions such as pension contributions need to be applied outside of Basic PAYE. We would expect outsourcing to provide a proper pay slip.
- Outsourcing reduces risk with respect to business continuity as payroll calculations would not be dependent on the availability of the clerk or the clerk laptop; Basic PAYE is tied to the clerk laptop and cannot be accessed from any other device.
- The cost of outsourcing is not expected to be high (formal quotes need to be obtained before committing) and would be offset in part by the savings in clerk effort.

**Action: Cllr. Murden to get quotes for outsourcing payroll.**

20.59 Cllr Johnson presented a report regarding our internal and budgetary control and authority to spend.

The purpose of this agenda item is to clarify the situation with regard to our internal control and "authority to spend" as number of councillors have asked how we authorise spend.

Any council spend needs to be properly authorised in advance of the expenditure being incurred, that is, before the order is placed or the work commissioned. This part of our internal control should not be confused with the authorisation of payment dealt with in Section 5 of our Financial Regulations.

When council authorise payment one of the considerations is whether the spend has been properly authorised. Note that individual councillors cannot authorise any spend. Spend to be authorised by the chairman or by a committee chairman needs to have been agreed with them prior to orders being placed or work commissioned. All spend needs to comply with our standing orders and financial regulations and should take account of our policies including our environment policy, equality policy, health and safety policies.

Below is a summary of how spend can be authorised prepared from our Financial Regulations S 4 - Budgetary Control (Authority to Spend)

- the Clerk cannot authorise any spend alone other than in the case of extreme risk to the delivery of Council services and this should be reported to the chairman and to council as soon as possible
- the Clerk, with the chairman or an appropriate committee chairman, can authorise revenue spend up to £500 from an agreed budget. This must then be reported to the committee or council and minuted with enough detail to allow scrutiny
- spend over £500 can only be authorised by council or an appropriate committee and should be from an approved budget with sufficient funds available
- spend over £5000 can only be authorised by council and should be from an approved budget with sufficient funds available
- before expenditure in relation to capital projects is authorised council must be satisfied that the necessary funds are available or borrowing approval has been obtained
- contracts cannot be disaggregated to avoid these controls.

More information is in our financial regulations.

**Action: Cllr. I. Clarke to prepare a form to be used for the purposes of authorising spend by the chairman or committee chairman.**

**Action: Councillors are asked to note and accept the summary report so that we can complete our annual governance and accounting report positively.**

20.60 Cllr Johnson presented a report on the September 2019 insurance review.

The Clerk requested a review of the insurance at the July F&R meeting. This was completed by Cllrs Murden and Johnson and submitted to the October F&R meeting but was deferred. The report is attached as Appendix A. The main concern from the review was for the Village Centre valuation as well as ensuring that our relevant assets are registered with the land registry. The latter is being dealt with by Cllr. Westbury.

**Action: Cllrs I. Clarke and Westbury to check if there was a valuation of the Village Centre in 2015.**

**Action: Cllr. Westbury will recommend which surge protector to get to protect the office items.**

**Action: Councillors were asked to note and accept the recommendations of the report.**

**Cllr. I. Clarke closed the meeting at 19.53**

Accepted

## Appendix A FPC Insurance Policy Review September 2019

Our current insurance with Zurich is a specialist local council policy and includes most of the available options - contents, business interruption, public liability, hirers' liability, employer liability, money, libel and slander, fidelity guarantee, legal expenses, personal accident for employees, volunteers and councillors, legal expenses and all risks. The insurance was renewed after review by council on 1 June 2019. This additional review has been done at the request of the Clerk by Cllrs Murden and Johnson.

The conclusion of this review is that our insurance cover is adequate as long as the recommendations below are actioned.

### Policy Details

Policy Number	YLL-272006-7223
Schedule Number	62026163
Insured	Farnsfield Parish Council
Business	Parish / Town Council
Period of Insurance	From 1 June 2019 to 31 May 2020
Renewal Premium	£5,086.13 inclusive of Insurance Premium Tax
Contact	Charles Thomson
Phone	08009179420

The policy schedule includes an instruction that we are required to take reasonable care in managing our activities. Where appropriate this requires us to do the following

- keep written risk assessments for key activities
- keep written records of staff and volunteer training, e.g. manual handling or for the use of tools
- abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a local authority, or the Health and Safety Executive.

Zurich have stressed the importance of ensuring we have fulfilled our health and safety and any other obligations and that we keep good records of our training, assessments, inspections and our actions.

### Recommendations for action

1. Any Parish Council owned land and building assets not already registered with the Land Registry needs to be registered.
2. We need to assess the all risks cover and include portable items and items stored away from the Village Centre such as the laptops. This should be done urgently.
3. If we haven't already, we should consider using power surge protectors to protect electrical equipment from events such as lightning strikes ( a printer was damaged by lightning last year).
4. The old gaol and the pavilion postcode are wrong and should be corrected.
5. We are advised by Zurich to have a valuation of the reinstatement costs for the Village Centre.
6. Once we have an up-to-date asset register, we should evaluate if the level of contents cover is correct.
7. We should check if have references for employees for the 3 years which precede their employment. If not, this might mean we are not covered for loss under the Fidelity Guarantee part of the policy.
8. We need to be diligent in our recording of inspections and in following government and health and safety executive guidance as not doing so would impact any insurance claims.
9. We need to be diligent in conducting required risk assessments. We should check that we are completing all necessary risk assessments, taking appropriate actions and also review any other relevant logs, inspection and training records.

### Recommendations at next renewal

1. Take advantage of long-term agreement discounts.
2. Consider whether to include any additional cover options.
3. Consider whether all of the existing cover options are applicable.

**Minutes of a meeting of Finance and Risk meeting held at 19:00 pm on Tuesday 11 February 2020 in the Lower Hall, Village Centre, New Hill, Farnsfield**

Present: Cllrs. I. Clarke, (Chair), Johnson (Acting Clerk), Dennis, Healy, Purcicoe, K. Clarke, Selby, Westbury. Members of the public were also present.

Cllr. I. Clarke opened the meeting at 19:00pm.

**20.01** Declaration of intention to record the meeting - none. Council make an audio recording.

**20.02** Apologies for absence - Cllr. Murdon apologised. Cllr. Puddephatt sent her apologies and provided a reason for absence form, however there was no need for councillors to accept her apology as she is not a member of this committee.

**20.03** Declarations of Interest - none.

**20.04** Declaration of intention to record the meeting - duplicate agenda item, see 20.01

**20.05** Representations from the public - none

**20.06 Finance**

**20.06.2** Clerk's report

- i. a Mansfield Building Society Community Deposit Maxi account has been opened
- ii. the laptop has been added to the insurance under all risks
- iii. the financial reports will be presented at the 25 February council meeting
- iv. financial Summary as at 31 January 2020

Unity Trust closing balance	£267,854.96
Nationwide opening balance	£126,284.02
Total Funds	£394,138.98

- v. The boiler service has identified that corrective work is needed to the flue from the gas boiler in the library annexe.

[Council resolved to complete this work at a cost of £675 including VAT.](#)

**20.06.2** To make a decision on giving limited delegated authority to staff to spend at selected trade accounts.

Councillors asked for clarification on whether councillors could have authority to spend. The Clerk confirmed that having taken advice from the National Association of Local Councils that councils cannot delegate anything to individual councillors. Please refer to Legal Topic Note 1, Council's Powers to Discharge Their Functions, which makes this very clear.

**Action: Cllr. I. Clarke will review the financial regulations, for approval at the 25 February meeting, to give delegated authority to staff, with the Clerk, to spend against specific budgets.**

**20.06.3** Consideration of the proposed budget presented by Cllr. I. Clarke for acceptance at the February full council meeting.

Councillors discussed the proposed increase in spend at the Millennium Woods for next year and how to allocate the budget.

**Action: Change cost code 4650 from Tree Maintenance to Tree & Millennium Woods maintenance and increase 4470 Village Furniture to £11,000 to include maintenance and replacement of benches, bins, signage and similar. The capital investments budget is now included with Village Furniture.**

Councillors agreed to recommend the budget for approval at the 25 February meeting.

**20.06.4** To consider the correct allocation of spend to cost codes,

**Action: The financial planning working party (Cllrs. Purcicoe, Clarke, Clarke, Westbury) to meet and recommend the correct allocation of spend to comply with our own financial regulations and any contractual obligations or limitations imposed by developers or N&SDC.**

**20.07** Risk

**20.07.1** Presentation of the updated Risk Register.

Councillors asked that the risk of not spending the CIL and S106 developer contributions in time is included in the risk register with a likelihood of 1 and an impact of 3. The impact to council could be a loss of funds, payment of interest charges and loss of reputation. To manage this risk a strategic planning working party is prioritising projects and supporting their delivery.

**Action: Cllr. I. Clarke will arrange a valuation of the Village Centre which is an action identified on the action plan from the insurance review (risk register item 5)**

**20.08** Policies

**20.08.1** To consider a revised Health & Safety policy

Councillors agreed to recommend the approval of the policy for adoption at the 25 February meeting. Part 3 of the policy which details our arrangements for health and safety will be a separate document.

**20.08.2** To consider a new Volunteer Policy for adoption at full council

Cllr. Johnson to work on the policy with the aim of adoption at the 25 February meeting.

[Councillors agreed to fund enhanced DBS checks for Cllrs. Healy and Westbury.](#)

**Action: Cllrs. Healy and Westbury to be the point of contacts for safeguarding.**

**20.09** Updates from the working parties

**20.09.1** Traffic - Cllr. I. Clarke reported that the results from the speed surveys at Station Lane and Southwell Road have been published on the website. Cllr. Westbury reported that we have eight speed watch volunteers and dates for training will be available soon.

**20.09.2** Environment - Cllr. Johnson reported that efforts had been made to reduce council paper use and reduce energy consumption. Cllr. Murdon had further updates.

**20.09.3** Grants

**Action: Cllr. Clarke to present the grants policy for adoption at the 25 February meeting.**

**20.09.4** Parks and Open Spaces - Cllr. Johnson reminded councillors that a meeting had been arranged for 9:15 Wednesday 12 February to decide on actions from the annual playground inspections. Newark and Sherwood District Council have been contacted regarding their policy on the use of mixed waste street litter bins which take both general waste and dog fouling waste. Keep Britain Tidy have a campaign called "Any Bin Will Do" which supports the use of mixed waste bins.

**20.10** To note correspondence received - correspondence has been emailed to councillors.

Cllr. I. Clarke closed the meeting at 20.01 pm

**Minutes of the meeting of the Finance and Risk Management Committee held at 7pm on Tuesday 10 March 2020 in the Lower Hall, Village Centre, New Hill, Farnsfield**

Present: Cllrs. I. Clarke (Chair), Johnson, K. Clarke, Dennis, Healy, Puddephatt, Purcicoe, Westbury. Cllr. Murden joined the meeting at 7:35 pm. Members of the public were also in attendance

20.11 Declarations of intention to record the meeting other than by council  
One member of the public so declared.

20.12 Apologies for absence were received and accepted from Cllr Selby and Cllr. Murdon.

20.13 Declarations of interest - none.

20.14 Public Participation

Questions from the public were answered during the meeting.

20.15 Finance

20.15.2 Financial Summary as at 29 February 2020

Deferred to the next meeting due to the short month in February.

20.15.3 Financial Review as at 29 February 2020

Deferred to the next meeting due to the short month in February.

20.15.4 Trade waste for 2020/21

Cllr. Johnson as Acting Clerk would action changes to refuse collection to reflect the requirement at the Village Centre for the recycling and mixed waste bins to be collected every other week and for there to be no collection at the Lock-up, saving £491.66.

20.15.5 Water testing at the Village Centre and Acres pavilion and annual inspection

[Councillors approved by resolution to continue water testing at the Village Centre and the Acres pavilion with AKVO at a cost of £240 for two visits, one visit to include flushing of the pavilion water tank.](#)

Discussion ensued as to how the new Caretaker should be trained and whether it was necessary to perform a full risk assessment. A decision on this was deferred.

20.15.6 How to fund Best Kept Village and Community Spaces

Cllr. Healy reported that Farnsfield Community Spaces is not intending to have a bank account.

Action: Cllr. Johnson will check if a donation can be made to an individual.

20.16 Clerk's report - update on actions

- Cllr. Johnson will investigate how we can apply for an enhanced DBS for volunteers.
- Delegation of spend authority to staff was deferred.
- Cllr Healy and Westbury have been nominated as safeguarding representative and this is noted in the volunteer policy.
- Budget changes to village furniture and grounds maintenance have been made.
- Cllr. Murden is getting quotes for outsourcing payroll although this is not a necessary while the Clerk is a volunteer.

- Cllr. Murden has responded to a climate change survey
- Cllr. Strawson has checked the NCC mineral plan, there were no impacts for Farnsfield.

## 20.17 Risk

### 20.17.1 Insurance evaluation of the Village Centre

Councillors resolved unanimously to accept the quote from Barrett Corporation to undertake an insurance evaluation of the Village Centre at a cost of £579 plus VAT and expenses, based on best value.

### 20.17.2 VAT advice

Councillors agreed by resolution to accept the quote of £300 from Parkinson's to review VAT submissions and prepare a 7 year average calculation (based on figures we provide) for HMRC.

## 20.18 Updates from working parties

### 20.18.1 Communications

Cllr. Puddephatt is preparing the Farnsfield Flyer for delivery towards the end of March. Deadline for copy is 15 March. Discussion ensued as to the advisability (on environmental grounds) of a door-to-door hard copy drop.

### 20.18.2 Financial planning

The budget for 2020/21 had been agreed. Work is in progress to establish the correct funds and cost codes in the accounts.

### 20.18.3 Grants

The grants policy was agreed at the February full council meeting. Next actions

- Cllr. Puddephatt is creating a Grants Application Form.
- Cllr. I. Clarke will prepare terms of reference for a Grants Award Committee.

### 20.18.4 Skate park

Cllr. K Clarke recorded her appreciation of the help received from Wheels4Farnsfield. Information received would be used in liaison with Southwell Town Council regarding their work to deliver a skate park in Southwell.

Councillors commented on the need for the Strategic Working Party to consider incorporating the former individual working parties to ensure progress of projects.

## 20.19 Correspondence – correspondence had been forwarded.

The meeting closed at 7:50 pm.