

Finance, Administration and Communication Group - Report to Parish Council

Month of June 2020	Meetings held on 10 th June 2020 by Zoom and 25 th June 2020 by Zoom
Attendees	Adrian Bagg (chair), Linda Dunn, Chris Morris, Nick Richmond
Progress since previous report	Setting up e-banking This is underway with forms awaiting signature. It is recommended to the PC that Adrian Bagg be authorised to be second user on the account for the purposes of checking payments and the ability to act in the event of incapacity of the Clerk, subject to the usual controls. Letter to HCC re BBLP A letter has been sent seeking to understand the roles and responsibilities of BBLP to WUPPC and the means of dispute resolution. Litter pick Equipment has been purchased and is ready for use and an article has been sent to Weston News Website A report on Councillors' opinions of the website is complete and it is recommended to the PC that the report is accepted and that plan of action contained within it is approved. One additional item from the Audit report is to link Councillors' interests to the HCC website
Audit report	Several relatively minor actions need to be completed in order to satisfy the recommendations of the internal audit report, some of which have already been decided by the Council, such as recording expenditure as and when it occurs. Others are items that need to be present on the web site, which Nick is addressing. There is one issue that requires the PC to approve an adjusted version of last year's accounts, as expenditure of £117.90 was recorded in the wrong year. It is recommended to the PC that a revised set of accounts is approved so that they are correct and in line with the Audit report to be submitted. Updated documents for a final submission have now been agreed with the auditor and it is recommended to the PC that these are agreed so a revised set of accounts and the relevant documents can be posted onto the website. We have adequate time for this as due to COVID19, the deadline for final submission has been extended to November 30th 2020. The FAC subgroup will convene a pre-audit meeting for February 2021 with the objective of ensuring a clean pass audit next year.

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Risk Register	Following the Internal Audit report highlighting the lack of a an up to date Risk Register, a new version has been developed by the FAC and it is recommended to the PC that this is considered and approved by the PC. In considering the Risk Register, it was identified that further work is needed to ensure that the transition to the current Clerk from the previous incumbent has been correctly reported to the Inland Revenue and that HMRC payments are being paid in the correct manner.																																													
Policy review schedule	It was decided that we should maintain a register of PC policies and these should each be reviewed on an annual basis as the norm. A schedule for review was agreed to bring everything up to date. Any policy changes will be brought to the PC for decision. If any Councillor wants to participate in a particular review, please let the Clerk know. <table><tr><th colspan="3">Schedule of Parish Council Policies with review dates.</th></tr><tr><th>Policy</th><th>Latest review date</th><th>Next review date</th></tr><tr><td>Equal Opportunities</td><td>07/03/2019</td><td>Sep-20</td></tr><tr><td>Financial Regulations</td><td>04/06/2020</td><td>Jun-21</td></tr><tr><td>Risk Management</td><td>06/12/2018</td><td>Sep-20</td></tr><tr><td>Standing Orders</td><td>06/12/2018</td><td>Sep-20</td></tr><tr><td>Addendum to Standing orders</td><td>16/04/2020</td><td>Apr-21</td></tr><tr><td>Code of Conduct</td><td>Taken from HCC</td><td></td></tr><tr><td>E-Mail Communications policy</td><td>05/12/2019</td><td>Dec-20</td></tr><tr><td>Freedom of Information</td><td>07/03/2019</td><td>Dec-20</td></tr><tr><td>Health & Safety</td><td>05/09/2016</td><td>Sep-20</td></tr><tr><td>GDPR</td><td>03/05/2018</td><td>Sep-20</td></tr><tr><td>Asset Register</td><td>01/07/2019</td><td>Mar-21</td></tr><tr><td>Management of Planning</td><td>22/08/2019</td><td>Aug-20</td></tr><tr><td>Extension of Working Groups</td><td>14/05/2020</td><td>May-21</td></tr></table>	Schedule of Parish Council Policies with review dates.			Policy	Latest review date	Next review date	Equal Opportunities	07/03/2019	Sep-20	Financial Regulations	04/06/2020	Jun-21	Risk Management	06/12/2018	Sep-20	Standing Orders	06/12/2018	Sep-20	Addendum to Standing orders	16/04/2020	Apr-21	Code of Conduct	Taken from HCC		E-Mail Communications policy	05/12/2019	Dec-20	Freedom of Information	07/03/2019	Dec-20	Health & Safety	05/09/2016	Sep-20	GDPR	03/05/2018	Sep-20	Asset Register	01/07/2019	Mar-21	Management of Planning	22/08/2019	Aug-20	Extension of Working Groups	14/05/2020	May-21
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Meeting agendas / Reports	The PC asked the FAC subgroup to consider the agenda for PC meetings following the new way of working with subgroups and possible overlaps using the existing agenda. It was decided to use the attached pro-forma for future meetings. It was decided that Nick will email Councillors to ask the subgroups to use the existing report template for their reports and to make clear in those reports recommendations coming to the PC for decision – which will be made clear on the agenda also. There is no need for a subgroup to report to the PC if a subgroup meeting has not been held or if there is nothing to bring to the PC's attention. Any subgroup report should be agreed by all members of a subgroup prior to submission. Papers for meetings will be produced as a combined pdf, with individual papers also posted onto the web site for those who want to find a single item.
Project schedule	Information has been entered into the Project Schedule based on Councillors' input. The schedule will be included at each PC meeting with the Budget report. Separating one off 'project expenditure' from ongoing expenditure will considerably aid the budget and Precept setting process. This year we have committed projects totalling £6.5k (plus an amount for tree planting tbd) leaving an unallocated budget of £8.5k which it looks unlikely we will spend. Our ongoing expenditure excluding projects and the Footpath gates project is about £17k against of precept of £7.5k, which is unsustainable. No action is necessary now, but we will look at this as we set next year's budget. It was decided that all project expenditure for 2021 onwards will be budgeted as projects so that there is a clear view of the underlying run-rate of the cost of the PC.
Development of three-year plan	A point from the audit was a lack of a three-year plan. We will work on this at our next meeting and bring it to the PC as part of the budgeting process.
Next meetings	27th August 11.00 am – tbc 29th October 11.00 am – tbc 26th November 11.00 am – tbc – budget 31st December 11.00 am – tbc 25th February 2020 – 11.00 am – tbc – Audit preparation

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1. To receive apologies for absence.
2. To receive declarations of interest and written requests for dispensations.
3. Open Forum
4. To receive the views of local residents on Parish matters.
5. To agree and sign the minutes of the previous meeting held on xxx.
6. To receive an update on the Clerk's actions and consider any further action required.
7. To receive and approve the budget report
8. To consider invoices for payment
9. To receive the report of the Highways and Public Rights of Way subgroup
 - a. To receive recommendations from the subgroup to the Parish Council for approval
 - i. Approval 1
 - ii. Approval 2
 - b. To consider new issues regarding Highways and Public Rights of Way
10. To receive the report of the Planning subgroup
 - a. To receive recommendations from the subgroup to the Parish Council for approval
 - i. Approval 1
 - ii. Approval 2
 - b. To consider new issues regarding Planning
11. To receive the report of the Finance, Administration and Communication subgroup
 - a. To receive recommendations from the subgroup to the Parish Council for approval
 - i. Approval 1
 - ii. Approval 2
 - b. To consider new issues regarding Finance, Administration and Communication
12. To receive the report of the Environment subgroup
 - a. To receive recommendations from the subgroup to the Parish Council for approval
 - i. Approval 1
 - ii. Approval 2
 - b. To consider new issues regarding Environment
13. To receive Other Reports
 - a. Crime and prevention liaison
 - b. Weston Village Hall representative
 - c. Defibrillator liaison (quarterly)
14. To receive an update on Neighbourhood Planning Projects
15. To consider correspondence received by the Parish Council
16. Other matters
17. To note Items for next agenda (no discussion)
18. To note date of next meeting as xxx