



PANGBOURNE PARISH COUNCIL

FINANCE AND COMPLIANCE COMMITTEE MINUTES

At a meeting of the Finance and Compliance Committee held virtually on
Thursday 19th November 2020 commencing at 11.00am

Present: B Kerr Muir, J Higgs, P MacIver, C Hartley
R Elkin (Clerk)

FC/80 **APOLOGIES FOR ABSENCE**

Absent (no apologies): P Sanderson

FC/81 **DECLARATIONS OF INTEREST RELEVANT TO THE AGENDA**

None

FC/82 **MINUTES OF THE LAST MEETING**

Minutes of the last meeting on 22nd October 2020 were signed by the Chairman as an accurate record with no amendments

FC/83 **MATTERS ARISING ON THE LAST MINUTES**

- BKM noted that appraisals will need to be on hold for now due to the current lockdown and it is important to hold them face to face. These will be arranged as soon as it is possible to do so. BKM/
Clerk
- The Clerk stated that she had discovered that an ex-councillor is still on the bank list of signatories despite having asked the bank to remove them. A new bank mandate will need to be completed to make this change. Clerk
- CH still needs to sign his bank mandate to be added as a signatory.
- Setting a payment card for the council is still outstanding. The clerk has investigated how to do this and it can be actioned after the signatories and clerk have been upgraded to full online access. CH/ALL
Clerk

FC/84 **REGULAR REVIEW OF FINANCIAL DOCUMENTS AND REPORTS**

- 1.The Bank Statements were checked against the latest budget control and found to be accurate.
- 2.Expenditure and income likely for the balance of the year was reviewed and discussed.
- The Clerk stated that she had looked into whether any rebate was possible for the PRS and premises licences. There should be a rebate against next year's PRS licence due in late Feb, however there was no reduction in the premises licence with WBC. She has been told that failure to pay would result in the alcohol license lapsing and it would need to be re-applied for from scratch in that case.
- The Clerk has provided a CIL report to all members of the council with full details of expenditure, and current status etc and will also send them the annual WBC CIL report once that is completed and published in December.

FC/85 **TO REVIEW THE DRAFT BUDGET AND PRECEPT FOR 2021-22 AND MAKE ANY FINAL AMENDMENTS BEFORE THE DECEMBER FULL COUNCIL MEETING AS NECESSARY**

CIL INCOME, EXPENDITURE AND FORECASTING TO BE REVIEWED

- The draft budget and precept were reviewed again and two minor adjustments were made to Village Care and Street light maintenance. It was then RESOLVED to recommend the updated Budget and Precept to full council.

TO DISCUSS AND REVIEW POLICIES TO BE COMPLETED OVER THE COMING MONTHS INCLUDING ANY UPDATE ON BYELAWS

- BKM proposed that the following policies should be proposed for re-adoption/review at the next Full Council meeting:
 1. Code of Conduct
 2. Privacy Statement
 3. Complaints Policy
 4. Grievance and Disciplinary
- BKM also gave a brief update on the byelaws and had checked whether those displayed on the National Trust section of the Meadows were NT byelaws or ours. The set on display could benefit from being refreshed as they are very faint. In any event, there was nothing contradictory between the standard NT laws and the PC byelaws. Boat moorings sit across both sections of land, however the area proposed to be identified for fishing is within the parish land and will be covered by the updated byelaws. It was proposed that copies of the Parish Council byelaws should be displayed at every entry/exit point - namely from the ADC building approach, Recreation Ground and Springs Farm directions. It was further suggested that it would be helpful to display a map of the area covered, particularly at the ADC entrance.

CH left the meeting at 12.05pm due to a prior commitment.

DISCUSS THE STRUCTURE AND PROCEDURES TO SET IN PLACE WITH THE MOVE TO FULL ONLINE BANKING AND AGREED ACTIONS TO TAKE THIS FORWARD

- **Authorisation levels for signatories**
 - **Authorisation levels for officers**
 - **Numbers of signatories**
 - **Who approves what and process**
 - **Online Controls**
 - **Bank Card controls and set up**
- It was **RESOLVED** that mandates will be raised to upgrade the following Councillors to have online banking access as Full Access Signatories: **BKM, PM, CH, JH, and GC** (tbc as not present). GH had previously stated to the Clerk that he would retain his access as signatory but did not wish to become an online signatory due to also being District Councillor. He was happy to remain as a “back up” signatory and sign cheques in an emergency. It was also proposed that NG could become a full signatory and that this would be proposed and noted at full council. Ex Councillor LW is still listed as a signatory despite several attempts to remove her from the mandate. This will be followed up again by the Clerk. Clerk and all to action the above as agreed. Clerk/
ALL
 - It was **RESOLVED** that the Clerk’s existing read-only online access be upgraded Full Access (delegate) – create only – which will enable her to set up new recipients and payments but not authorise payments. It was proposed that JG and JS may be added on the same basis at a later stage to assist with raising payments depending on whether this is required. Clerk
 - It was agreed that spending limits would be set based on previous expenditure patterns. The Clerk will look into this and make a proposal for the next meeting. Clerk
 - It was agreed that any of the Councillors approved as Full Access Signatories should be able to approve payments and that there should always be two to sign in keeping with current practice.
 - The Clerk explained that banking controls needed to be placed on the account, once the councillors had received access, in order to continue to abide by Financial Regulations. It was agreed to discuss these at the next meeting. ALL
 - It was further agreed that a parish council bank card should be sought to reduce reliance on councillors’ and staff’s personal cards. The Clerk stated that she had spoken to the bank regarding setting up a card and there are a number of conditions which must be met to satisfy the bank. There were also a number of governance issues to be decided regarding control of the card (who could use it, who had the pin, where items put against the card were recorded, etc). It seems likely that the card will need to be in the Clerk’s name, however the amount owing would always be against the council as a body and must be cleared in full each month by DD payment. It was agreed to approach this carefully once the online banking was up and running. ALL

FC/88 **TO RECEIVE ANY ITEMS FOR INFORMATION ONLY OR FOR THE AGENDA OF THE NEXT MEETING**

None

FC/89 **Closure**

There being no further business the meeting was closed at 12.45pm

_____ Chairman

_____ Date