



PANGBOURNE PARISH COUNCIL

FINANCE AND COMPLIANCE COMMITTEE MINUTES

At a meeting of the Finance and Compliance Committee held in Pangbourne Village Hall on **Wednesday 19th June 2019 commencing at 6.30pm**

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

FC/43 **ELECTION OF CHAIRMAN**

P.MacIver was duly elected Chairman of F&C unanimously for 19-20

FC/44 **ELECTION OF VICE CHAIRMAN**

BKM was duly elected Vice Chairman of F&C unanimously for 19-20

FC/45 **APOLOGIES FOR ABSENCE**

J.Pearce

FC/46 **DECLARATIONS OF INTEREST RELEVANT TO THE AGENDA**

None

FC/47 **MINUTES OF THE LAST MEETING**

Minutes of the last meeting on 27th February 2019 were signed by the Chairman as an accurate record with no amendments

FC/48 **MATTERS ARISING ON THE LAST MINUTES**

- The Council Risk Assessment has now been done and has been adopted by full council. It would be of benefit for this to be further considered and a decision made as to whether to split this down by individual committee for annual management. ALL
- RBS has been contacted and the finance package will be installed this week on the Clerk's computer and training given. The Clerk noted that she will need to be given time away from the office to concentrate on learning and adopting the system as well as back loading data. CLERK
- A Bank Mandate review was held over from the previous meeting due to elections and was due to be discussed tonight under item FC/49
- It was RESOLVED that CIL Monies be shown as Earmarked reserves on the Bank Reconciliation going forward. CLERK

FC/49 • **REGULAR REVIEW OF FINANCIAL DOCUMENTS AND REPORTS**

- 1.The Bank Statements were checked against the latest budget control and found to be accurate
- 2.Bank Mandate changes were discussed. It was agreed that RH be removed as a bank signatory now that he has left the council and that CH and BKM be added. The Clerk asked the councillors to provide details and she will make the necessary arrangements CLERK
- 3.The latest Budget Control report was reviewed and the forecast to the end of year was presented by the Clerk. It is forecasted that the overall deposits at year end will be broadly in line with those forecasted when budgets and precepts were first drafted in December. It was agreed to revisit any Plan Virements at the next meeting.

FC/50 **TO DISCUSS AND AGREE THE PENSION STATEMENT FOR RECOMMENDATION TO FULL COUNCIL**

- The Clerk had contacted Royal Berkshire Pension Fund to discuss the Pension Statement. She had been given an explanation for each of the statement options within the form, and was therefore able to discuss with the committee what she recommended for each statement. The RBPF had given guidance, but had not made recommendations and it was for the Council to resolve and approve.
- Consideration was given to the form which was then completed, it having been RESOLVED to approve the various pension statements. F&C will make recommendation to Full Council that this be adopted and signed at the next full Council meeting.
- Clerk will then make the necessary arrangements with the pension fund.

ALL
CLERK

FC/51 **TO DISCUSS POLICIES REQUIRED GOING FORWARD AND AGREE ANY ACTIONS NECESSARY TO TAKE THE MATTER FORWARD;**

Eg:

- **Publication Scheme policy**
 - **Social Media / Communications policy**
 - **Transparency Code**
 - **Code of Conduct**
 - **Staffing policies (appraisals, salaries, grievance etc)**
 - **Privacy Notice**
 - **Health and Safety Statement**
 - **Complaints Policy**
 - **Byelaws Statement**
 - **Publish last Parish Plan and Village Design Statement on Web**
- The Clerk outlined that the Council does not have a number of policies in place and that the F&C should consider how best to work through a priority list as above in the first instance.
 - It was proposed that the temporary office staff could assist in looking online for relevant policies that could be adapted.
 - BKM also proposed that she could take on a number of policies to work on over the summer and would let the Clerk know which ones over the coming days.
 - It was agreed that these would come back to future meetings as and when they are ready for approval

OFFICE

BKM

FC/52 **TO RECEIVE ANY ITEMS FOR INFORMATION ONLY OR FOR THE AGENDA OF THE NEXT MEETING**

- It was noted that the Village Plan needs to be updated and approved by WBC. It was agreed that a working group be created to progress this. The Village Design statement should also be re-considered to assess whether it still carried sufficient weight as a Planning Consideration.
- The proposed Cemetery Land Acquisition also needs to be progressed. It was agreed to take this back to full council and agree a councillor to progress this project
- BKM gave apologies for the proposed meeting on 24th July

FC/53 **Closure**

There being no further business the meeting was closed at 8.30pm

_____Chairman

_____Date

Please turn over