

SHENLEY BROOK END & TATTENHOE PARISH COUNCIL

6 Wimborne Crescent
Westcroft District Centre
Milton Keynes
MK4 4DE



Minutes of a meeting of the Policy and Finance Committee held at the Parish Office, 6 Wimborne Crescent, Westcroft, on Monday 21st February 2011.

- PF/10/10 Present:** Cllr D Livingstone – Chair
Cllr J Nicholas
Cllr K Thomas
Cllr C DeMyers Robinson

W Dawson – Clerk to Council
- PF/11/10 Apologies** Cllr N Warden
Cllr D Edmonds
Cllr I Stewart
- PF/12/10 Declarations of Interest**
Cllr J Nicholas declared a personal interest in item 11.
- PF/13/10 Public Involvement**
The Chair acknowledged the presence of two members of the public, Mr D Sanders and Mr R Blows, who have expressed interest in becoming Parish Councillors.
- PF/14/10 Minutes of the meeting on Monday 2011**
The minutes of the meeting held on the 15th November 2011, having already been circulated, were approved as a correct record and signed by the Chairman.
- PF/15/10 Staff Terms and Conditions – Report No PF/05/10**
The Committee received the report from the Clerk relating to extra-statutory leave and car mileage expenses and noted the inconsistency with regard to the former.
- It was resolved that:-**
- With effect from 1 April 2011 to award all staff the two days extra-statutory leave, but to ask staff to keep leave in hand to cover the period between Christmas and New Year.
- The revised mileage rates, advised by NALC, be implemented with effect from 1 January 2011 but the payroll consultant be asked to arrange for claims to be paid with salary.

PF/16/10

Internal Audit - Report No PF/06/10

The Committee received the report from the Clerk and acknowledged the need to appoint independent internal auditors to satisfy the Accounts and Audit Regulations even though detailed scrutiny of the accounts is carried out by the Vice Chair. It was noted that, in his previous role, the Clerk had sought competitive bids from companies to provide this service but had had only two submissions of which Auditing Solutions was the least expensive and the most comprehensive. Accordingly the Clerk recommended that company

It was resolved to recommend to Council that Auditing Solutions be appointed internal auditor on the terms quoted in the report.

PF/17/10

Committee Terms of Reference - Report No PF/07/10

The draft terms of reference for the Policy and Finance Committee had been submitted to the Committee at the last meeting and Members asked to give any comments to the Clerk.

The draft was re-submitted and **it was agreed** :-

- To clarify the value of endowments referred to at point 4 on the draft
- To expand point 8 to read " To seek at least three quotations for major contracts in excess of £25,000 and make recommendations on the same to Council. (Financial regulations require the Clerk to seek three quotations for works, goods and services likely to exceed £2,000)
- To amend the reference to training under point 12 to read "To make recommendations to Council for the provision of training for Councillors."
- To retain the current membership of the committee noting that all committee memberships will be reviewed at the Annual Meeting of Council.

It was also agreed to forward the draft terms for the two other committees for their consideration and recommendation to Council.

PF/18/10

Telephone system for the office- Report No PF/08/10

Noting that even in 2011 there is a limited but important need to have a fax facility, and that the Council needed more than one telephone line **it was resolved to** recommend to Council installation of the system offered by IT Builder on the terms quoted in the report.

PF/19/10

Statement of Community Engagement

The Committee noted that the draft Statement was being submitted to each Committee and Members were asked to let the Clerk have any comments. He will collate them all and submit a further draft to Council for adoption before the Annual Meeting enabling Council to resolve to adopt the Power of Well-being after that meeting.

It was resolved that individual Councillors would pass any comments to the Clerk.

PF/20/10 Office Cleaning – PF/10/10

The Clerk's report on occupation and cleaning of the office was received and supported. Accordingly **it was resolved to** ask the current contractor to include a mid-week clean as set out in the report.

PF/21/10 Office Printing and Copying Facilities - PF/11/10

The Committee received the report from the Clerk and acknowledged the need to improve the printing and copying capacity within the office at reasonable cost. The two existing machines being relatively unused in terms of life-span **it was resolved to** supplement them by a single high speed, black and white copier capable of double-sided printing with more than one paper tray, details of which were given in the report.

PF/22/10 Date of next meeting – 16th May 2011

SIGNED.....Chair