

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 18th July 2011.**

- PF/01/11 Election of Chair**
Cllr D Livingstone was elected Chair of the Committee
- PF/02/11 Election of Vice Chair**
Cllr J Nicholas was elected Vice Chair of the Committee
- PF/03/11 Present:**
D Edmonds
M Geaney
D Livingstone
C Osler
D Sanders
K Thomas
R Verman
N Vidamour
- W Dawson – Clerk to Council
- Mr M Khan, Mr M Cato, Mr R Blows
- PF/04/11 Apologies**
J Nicholas
- PF/06/11 Declarations of Interest**
None
- PF/06/11 Public Involvement**
No members of the public had anything to raise.
- PF/07/11 Minutes of the meeting on Monday 21st February, 2011**
The minutes of the meeting held on the 21st February 2011, having already been circulated, were amended at minute PF/17/10 by substitution of the number 18 for 12, and then approved as a correct record and signed by the Chairman.
- PF/08/11. Child Care Vouchers – Report No PF/12/11**
After discussion and unanimous support for the proposal **it was resolved to** recommend to Council that Child Care vouchers be offered to staff and the Clerk be instructed to proceed.

PF/09/11.

Review of Financial Regulations– Report No PF/16/11

The Committee received the report from the Clerk recommending revisions to the Financial Regulations. **It was resolved to** recommend to Council:-

- To amend paragraph 3.2 to read “The Clerk may also incur expenditure..... subject to this being reported beforehand to the Chairman and two other Members and their agreement being obtained”.
- That paragraph 3.5 be deleted, and subsequent paragraphs be re-numbered.
- To amend paragraph 6.1 to acknowledge that payment may now be by debit card i.e. “Apart from petty cash payments, all payments shall be affected by cheque, debit card, or other order drawn on the Council’s bankers.”
- Add the words “at least annually” to paragraph 8.3 to read “The Council shall review all fees and charges at least annually”
- To amend paragraph 9.1 to acknowledge that payment may now be by debit card, i.e. “An official order or letter shall be issued for all work, goods and services approved by the Council unless a formal contract is to be prepared or an official order would be inappropriate e.g. debit card or petty cash purchases. Copies of orders issued shall be maintained.”

PF/10/11

Complaints Procedure– Report No PF/15/11

After discussion **it was resolved to** recommend to Council that the current procedure be retained.

PF/11/11

Annual Investment Strategy– Report No PF/13/11

The Committee received the report and noted that it called for amendments to the strategy that had been agreed by Council at the May meeting, to be ratified now that they had been incorporated into the document.

The Committee commended the work of Cllr Nicholas in production of the strategy and the handling of the Council’s investments last year.

It was resolved to recommend the amended document to Council.

PF/12/11

Freedom of Information– Report No PF/14/11

The Clerk advised that guidance from the Information Commissioner is that a Freedom of Information protocol should include details of how information might be obtained. The Council’s current document lacked that information.

Accordingly a new protocol was proposed to the Committee. **It was resolved that** reference to the annual report to Council and the timetable of meetings be expanded to show that they are available on the website and in Community News and that the contact details be amended to read “Clerk”.

It was further resolved that the revised document be recommended to Council for adoption.

PF/13/11

Terms of Reference– Report No PF/17/11

The Committee **resolved that the** terms of reference considered at the meeting in February now be submitted to Council for adoption.

PF/14/11

Youth Team Staffing– Report No PF/18/11

The Committee commended the Youth Team Leader for the report and his proposals to re-arrange the staffing of the team following the resignation of one of the part-time Youth Workers.

It was resolved to recommend the proposals to Council for ratification.

PF/15/11

Future meeting dates

It was resolved that the Committee will meet on Monday 17th October, 23rd January and 16th April.

PF/16/11

Date of next meeting - Monday 17th October, 2011

SIGNED.....Chair