

**MINUTES OF THE MEETING OF THE ADMINISTRATION AND FINANCE COMMITTEE
HELD AT 7.30PM ON THURSDAY 1 DECEMBER 2016
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

PRESENT: Councillors: C Grafton-Reed, Mrs M Stell, R Gahan, D Howe and C Porter

APOLOGIES: Councillor A Rowe

CLERK: Mrs DS Barber

26.16 **1. APOLOGIES**
Councillors A Rowe.

27.16 **2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR
DISPENSATIONS**
None were received.

COUNCIL MANAGEMENT

3. REVIEW THE CAPITAL EXPENDITURE, INVESTMENTS AND LOANS

Members received statements detailing the capital expenditure, investments and loans that the Parish Council hold. They considered the possibility of paying off the Public Works Loan (PWL) early, but rejected to do this as the settlement payment would cost more than the outstanding loan and interest payments that remain. It was noted that the PWL has only 5 years more left to run. Councillor Mrs Stell asked that as the High Interest Bank account is due to mature in March 2017, a new account is investigated and the findings reported to the Parish Council in February for approval. It was agreed by a show of hands that the investments are retained in the existing accounts until maturity and that the Public Works Loan is not paid off early.

28.16 **RECOMMENDED: That the statements detailing the capital expenditure,
investments and loans that the Parish Council hold are accepted and retained
without any changes.**

4. CONFIRMATION APPOINTMENT OF INTERNAL AUDITOR

Members received a report detailing background information that in November 2014 Green Biro was appointed to undertake the internal audit for the financial year 2014/15. To provide a continuity of service and support best practise, the Parish Council resolved to appoint Green Biro on a three year contract. A quotation of £750 (exc. VAT) has been provided by Green Biro to provide the internal audit for 2016/17, which is the same as previous years and this being the final year of the contract. Councillor Mrs M Stell proposed and Councillor Gahan seconded the recommendation that Green Biro is appointed the Internal Auditor for the Annual Return 2016/17. A show of hands carried this unanimously.

29.16 **RECOMMENDED:**

- 1. That Green Biro is appointed to undertake the Internal Audit for the Annual Return 2016/17 at a cost of £750 (exc. VAT).**
- 2. That the appointment is reviewed once the Annual Return Internal Audit is complete in September 2017.**

5. REVIEW THE GRANT AWARD POLICY

The Members received the draft Community Grants Policy and Procedure which had been updated to reflect the current year and an amendment to indicate that the Administration and Finance Committee, not the Scrutiny Committee were to undertake the review of this document on an annual basis. The Parish Manager was asked to provide clarification of the rules governing grant funding outside of the parish and to confirm how the amount set in the budget for grant funding is arrived at. Councillor Mrs Stell enquired if they Parish Council could invite past recipients of grant funding to attend a Parish Council meeting to update the councillors of how the funding has been spent. After considering the points of issues raised, the Members agreed to review the Community Grants Policy and Procedure at their next meeting once the Parish Manager has clarified the rules and amounts of grant funding.

30.16 **RECOMMENDED: That the review of the Community Grants Policy and Procedures is revisited at the next Administration and Finance meeting on 2 March 2017 once further clarification has been received.**

6. REVIEW THE LATE PAYMENT OF COMMERCIAL DEBTS POLICY

The Policy on Late Payment of Commercial Debts was reviewed by the committee. The Members agreed that the statement;

- An intention to charge interest at the rate set out in the Late Payment of Commercial Debts (interest) Act 1998 should be include in the Parish Council's standard terms and conditions for hirers and;
- An intention to charge interest in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 should be added to all Council invoices for commercial activities that are payable.

The Members also recommended that the policy be reviewed on an annual basis. A show of hands carried this recommendation and the acceptance of the Late Payment of Commercial Debts Policy unanimously.

31.16 **RECOMMENDED:**
1. That the Late Payment of Commercial Debts Policy is accepted and reviewed on an annual basis.
2. That the statements informing hirers of the intention to charge interest will be included on the Parish Council's standard terms and conditions and also included on invoices issued to commercial hirers.

7. REVIEW THE CO-OPTION OF A COUNCILLOR POLICY

The Members reviewed the Co-option of a Councillor Policy which detailed some amendments to comply with current practise. After a brief discussion the Members agreed that the policy should be accepted with the amendments which will be reviewed on an annual basis.

32.16 **RECOMMENDED: That the Co-option of a Councillor policy is accepted with the amendments and reviewed on an annual basis.**

The meeting closed at 8.10pm

Minutes approved and accepted as correct

.....Chairman

.....Dated