

**MINUTES OF THE MEETING OF THE ADMINISTRATION AND FINANCE COMMITTEE  
HELD AT 7.30PM ON THURSDAY 7 SEPTEMBER 2017  
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

**PRESENT:** Councillors: C Grafton-Reed, Mrs S Hendy, D Howe, C Porter and Mrs M Stell

**APOLOGIES:** Councillor R Gahan

**CLERK:** Mrs D S Barber

42.17 **1. APOLOGIES**  
Apologies received and accepted from Councillor R Gahan

43.17 **2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS**  
No declarations of Member's interests were received.

**COUNCIL MANAGEMENT**

41.17 **3. REVIEW THE FINANCIAL DELEGATION TO THE PARISH MANAGER**  
Member reviewed the report detailing the level of personal financial delegation given to the Parish Manager (and the Deputy Clerk in their absence). Following the Parish Council meeting of 12 May 2017 it was resolved that the delegation limit be raised from £500 to £600 and this has been detailed within this report. The limit of £600 was considered to be a fair working amount and Councillor Grafton-Reed proposed that this should be accepted. A show of hands carried this unanimously.

41.17 **RECOMMENDED: That the Financial Delegation of £600 and emergency delegation of £2,500 is provided to the Parish Manager (and Deputy Clerk in her absence) at the present level until the next review in September 2018.**

**4. REVIEW OF THE FINANCIAL REGULATIONS 2017/18**  
Having reviewed the Financial Regulation 2017/18, the Members made amendments to the following:  
7.3 Typing error to be corrected.  
7.5 Amended to read.....*a note shall be made of the PIN and Passwords and shall be retained in a sealed dated envelope. This envelope may not be opened other than in the presence of the Chairman and two other councillors....*  
11 Heading amended to: *Orders and Contracts for Work, Goods and Services*  
11.3 Amended to read.....*the procurement of 'high-value' items from £2,000 up to £15,000.*  
12.1 to be amended to 11.4  
11.4 Amended to read ..... *limits described in 11.3...*  
18.1 Amended to read... *from time to time or no less than annually.....*  
All subsequent numbering will be amended following the deletion of Section 12 Contracts. Any reference to the Executive Committee to be changed to Administration and Finance Committee.  
The Financial Regulations for 2017/18 are to be accepted with the amendments and were agreed unanimously by the committee members and that they are to be reviewed in September 2018.

42.17

**RECOMMENDED:**

1. That the Financial Regulations for 2017/18 are accepted following the insertion of the amendments.
2. That the Financial Regulation 2017/18 is reviewed in September 2018.

**5. REVIEW THE TREASURY MANAGEMENT / FINANCIAL INVESTMENT STRATEGY FOR 2017/18.**

The Members received the draft Treasury Management / Financial Investment Strategy. After discussion, the Members have requested that this document is bought back to the next Administration and Finance Committee meeting on 7 December with an amended Investment Strategy to best reflect the current investment status of the Parish Council.

43.17

**RECOMMENDED: That the Treasury Management / Financial Investment Strategy is re-presented to the Administration and Finance Committee at their next meeting on 7 December 2017 once the amendments have been implemented.**

**6. CONSIDER THE REPORT ON PROVIDING MOBILES TELEPHONES FOR KEY MEMBERS OF STAFF**

A report regarding the provision of mobiles telephones to key members of staff was presented to the Members. As staff members were currently using their own personal mobile telephones for all aspects of Parish Council work, ie out of hours reporting, taking photographic evidence etc, it was agreed that provision of telephones was necessary. The Parish Manager was requested, following the Scrutiny Committee meeting recommendation to full council that a figure of up to £25 per handset per month on contract was investigated. The committee were presented with three quotations for various mobile telephones in the region of this figure. The committee felt that this amount was too excessive and have agreed that two 'pay as you go' telephones are purchased to a maximum of £20 per handset for the Grounds Maintenance Supervisor and Premises Officers and the Parish Manager has a contract mobile telephone for a maximum of £15 per month.

44.17

**RECOMMENDED: That two 'Pay as You Go' mobile telephones are purchased to a maximum of £20 per handset for the Grounds Maintenance Supervisor and Premises Officers and a further handset for the Parish Manager is sourced at a maximum of £15 per month on a contract basis.**

The meeting closed at 8.50pm

Minutes approved and accepted as correct

.....Chairman

.....Dated