

**MINUTES OF THE MEETING OF THE ADMINISTRATION AND FINANCE COMMITTEE
HELD AT 7.30PM ON THURSDAY 1 MARCH 2018
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

PRESENT: Councillors: R Capewell, C Grafton-Reed, D Howe, S Oliver, C Porter, A Rowe and Mrs M Stell

APOLOGIES: None received

CLERK: Mrs D S Barber

57.18

1. APOLOGIES

No apologies were received

58.18

2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS

None declared

COUNCIL MANAGEMENT

3. REVIEW BROUGHTON ASTLEY PARISH COUNCIL STANDING ORDERS

Members reviewed the draft copy of the Parish Council's Standing Orders and having read through make the following comments;

1. Neutralise all the terms from 'his' to 'they' throughout the document.
2. Change Chairman and Vice-Chairman to Chair and Vice-Chair throughout the document.
3. Amend the last sentence in the first paragraph of page 25 to read 'meet once a fortnight every other Monday'.
4. Remove section iii on page 17 with reference to Ward Audits.
5. Parish Manager was asked to check the law on Public participation at meetings.
6. Parish Manager to clarify the figures shown in 30/e on page 25 with reference to procurement thresholds.

59.18

RECOMMENDED:

That once the suggested amendments are made to Broughton Astley Parish Council's Standing Orders, they are accepted and approved.

60.18

4. REVIEW OF FINANCIAL REPORT TO DATE FOR 2017/18

Members received a copy of the income and expenditure to date for the current Financial Year. They noted and requested clarification of the figures shown under the heading 102 Council budget line 4600 [Neighbourhood Plan and Business Support] and 4610 [Localism Bill Implications]. The Members noted that the Parish Council budgets were in line with projected figures for 2017/18 as of 20 February 2018. A breakdown of the Parish Council's current financial status was provided detailing the current accounts, investments and Public Works Loan figures. It was agreed that following complicated application processes, the new bank account with HSBC is not pursued as the Parish Council will begin to draw down some of the investments within the next six months in relation to expenditure on the Community Leisure Facilities. It was agreed that the Financial Report for 2017/18 is accepted.

RECOMMENDED:

1. **That clarification is provided to Members on the figures shown in the budget heading 102 Council budget line 4600 [Neighbourhood Plan and Business**

Support] and 4610 [Localism Bill Implications].

- 2. That the Parish Council shall no longer pursue opening a new account with HSBC.**
- 3. That the Financial Report for 2017/18 is accepted.**

61.18 **5. REVIEW OF ADHERENCE TO THE CODE OF CONDUCT**

The Parish Manager presented the committee with a report detailing the Parish Council's adherence to the Code of Conduct adopted in February 2013. It was noted that all Members of the Parish Council had completed and returned their Register of Interest forms, 2 Members had notified the Monitoring Officer of any changes to the Register if Interest forms and that declarations of non-pecuniary interest were recorded from 10 Members over 6 agenda items during the course of the year to date.

RECOMMENDED:

That the report detailing the Parish Council's adherence to the Code of Conduct is noted and accepted by the Parish Council.

62.18 **6. REVIEW LATE PAYMENT POLICY**

Having reviewed the late payment policy, Members discussed that an easier charge to apply to those exceeding the 30 day terms of payment would be to adopt a fixed charge of £10 for administration. This will cover the staff time, stationery and postage costs incurred in recovering outstanding payments. It was also recommended that persistent late payers [those identified as paying late on more than 2 consecutive occasions], where a reasonable explanation cannot be provided, are moved to paying by a monthly regular Direct Debit payment. The Late Payment Policy will be amended to reflect these changes.

RECOMMENDED :

- 1. That a fixed administration charge of £10 will be applied to all outstanding payments exceeding the 30 day term.**
- 2. That persistent late payers [those identified as paying late on more than 2 consecutive occasions], where a reasonable explanations cannot be provided, will be instructed to pay by a monthly regular Direct Debit payment.**
- 3. That the Late Payment Policy will be amended to reflect these changes.**

The meeting closed at 9.00pm

Minutes approved and accepted as correct

.....Chairman

.....Dated