

**MINUTES OF THE MEETING OF THE ADMINISTRATION AND FINANCE COMMITTEE  
HELD AT 7.30PM ON THURSDAY 5 MARCH 2020  
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

**PRESENT:** Councillors: C Grafton-Reed, M Graves, D Howe, S Oliver, G Mallaghan, C Porter and Mrs M Stell

**APOLOGIES:** Councillor R Capewell

**APOLOGIES NOT RECEIVED:** Councillor Porter

**CLERK:** Mrs D S Barber

- 110.20 **1. APOLOGIES**  
Apologies were received and accepted from Councillor Capewell due to a prior engagement.  
No apologies were received from Councillor Porter.

- 111.20 **2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS**

No declarations of interest were received.

**COUNCIL MANAGEMENT**

**3. MINUTES OF THE ADMINISTRATION AND FINANCE MEETING**

Members confirmed that the Minutes of the Administration and Finance meeting held on Thursday 5 December 2019 to be a true record by a unanimous show of hands.

- 112.20 **RECOMMENDED: That the minutes of the Administration and Finance meeting held on Thursday 5 December 2019 are accepted as a true record.**

**4. COMMITTEE TERMS OF REFERENCE**

Following a recent agreement to amend the Parish Council's Committee structures from May 2020, the Parish Manager prepared draft Terms of Reference for each Committee. The Members reviewed each one in turn, made any amendment felt necessary and agreed that the Terms of Reference are accepted. They noted that Broughton Astley Parish Council's Standing Orders will be amended to reflect the changes.

- 113.20 **RECOMMENDED: That the Committee Terms of Reference are accepted.**

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## 5. STANDING ORDERS

The Members reviewed the amendments to the Standing Orders following the agreement to reflect the changes to the Parish Council's Committee Structures. Having read through the changes and noted that they are in line with the new Terms of Reference, agreed to accept the amendments.

114.20 **RECOMMENDED: That the amendments to the Parish Council's Standing Orders are accepted.**

## 6. POLICIES AND PROCEDURES

The Members received proposed amendments to existing policies and two new policies or procedures to review. All the existing policies were amended slightly then the changes accepted. The new policies or procedures were also reviewed, amended and then accepted.

115.20 **RECOMMENDED: That the policies and procedures are accepted.**

## 7. REGULAR USERS HIRE CHARGES

Following the introduction of new bookings and accountancy systems, the Parish Office have recommended a more streamline charging system for hiring the Village Hall from 1 April 2020. Members also noted that the charges for charities and non-commercial users have not been increased since 2008. The Members agreed unanimously to the proposed charges and recommended that only one letter is sent covering regular users, charities and non-commercial users as opposed to multiple letters.

116.20 **RECOMMENDED: That a letter is issued to all users of the Village Hall detailing the new charges to be implemented on 1 April 2020.**

## 8. BUDGET VIREMENT

Members received a report from the Deputy Clerk requesting authorisation to make virements to two budget headings, General Power of Competence and Cemetery/Memorial Gardens. This provides the ability to allocate expenditure from one budget heading to another avoiding overspend. This procedure has no effect on the Precept income. Councillor Grafton-Reed proposed, and Councillor Oliver seconded that authorisation is given to the requested virements.

117.20 **RECOMMENDED: That authorisation is given to the requested virements.**

## 9. CODE OF CONDUCT

Members received the report provided by the Parish Manager which details whether Parish Councillors are adhering to the Code of Conduct. This entails ensuring that all Register of Interest forms have been completed and are up to date, and whether a Member declares either a pecuniary or non-pecuniary interest in any appropriate agenda item at the start of any meeting. It was noted that all Members are compliant in all aspects of the Code of Conduct.

118.20 **RECOMMENDED: That the report on the Code of Conduct is accepted by the Parish Council.**

119.20 The meeting closed at 9.40pm

120.20 Minutes approved and accepted as correct

Chair.....

Dated .....