

**MINUTES OF THE MEETING OF THE ADMINISTRATION AND FINANCE COMMITTEE
HELD AT 7.30PM ON THURSDAY 6 JUNE 2019
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

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

APOLOGIES: Councillor G Mallaghan

CLERK: Mrs D S Barber

1. ELECTION OF CHAIR

Councillor Mrs Stell proposed, and Councillor Porter seconded that Councillor Grafton-Reed is elected Chair of the Administration and Finance Committee for the Municipal Year of 2019/20. A show of hands carried this unanimously.

RESOLVED: That Councillor Grafton-Reed is elected Chair of the Administration and Finance Committee for the Municipal Year of 2019/20.

2. ELECTION OF VICE-CHAIR

Councillor Graves proposed and Councillor Grafton-Reed seconded that Councillor Porter is elected Vice-Chair of the Administration and Finance Committee for the Municipal Year 2019/20. A show of hands carried this unanimously.

88.19 **RESOLVED: That Councillor Porter is elected Vice-Chair of the Administration and Finance Committee for the Municipal Year of 2019/20.**

89.19 **APOLOGIES**

Apologies were received and accepted from Councillor Mallaghan due to prior work commitments.

90.19 **3. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS**

No declarations of interest were received.

COUNCIL MANAGEMENT

4. REVIEW DRAFT CORPORATE PLAN 2019 - 2024

Members received a copy of the draft Corporate Plan for 2019 – 2024 and made the following observations:

Front Cover

Add a picture of the leisure centre (artists impression)

Page 4

Due to the new Ward boundaries, it was agreed that until new data is available an additional sentence is included below the existing table showing the population increases in the village.

Page 5

Amend telephone contact details for Broughton North Ward.

Page 6

Insert 'and S106 Grant Funding' into the last sentence.

Insert suggested additions and retain all other information.

- 91.19 **RECOMMENDED: That the suggested amendments are made to the Corporate Plan 2019/20.**

5. MOTOR INSURANCE RENEWAL

Members received a report providing the details of the commercial motor insurance renewal which was due to be paid on 1 June 2019. The Members noted that the existing company's quotation, Came and Co, of £1,137.39 was cheaper than the comparison received from Zurich which are both specialist insurers for Parish Councils.

Councillor Grafton-Reed proposed and Councillor Stell seconded that retrospective approval is given for the quotation from Came and Co is accepted. A show of hands carried this proposal unanimously.

- 92.19 **RECOMMENDED: That the quotation for £1,137.39 from Came and Co is approved.**

4. REVIEW OF PARISH COUNCIL POLICIES AND PROCEDURES

The members received a report detailing that following a review by the Parish Office, it is proposed that the 54 current policies and procedures in use are consolidated into five main headings. The Administration and Finance Committee will review the Council, Financial, Community policy and procedures along with the Fees and Charges. The Personnel Sub-Committee will review the Staffing Policy and Procedures. This will then alleviate having to check each month as to which needs to be reviewed or updated as this will be undertaken in June of year unless an amendment has to be completed before this time.

The amendments for June 2019 presented to the committee were approved.

- 93.19 **RECOMMENDED:**
- 1. That the Parish Council's Policies and Procedures are consolidated under five main headings to be reviewed on an annual basis in June.**
 - 2. That the Administration and Finance Committee will review the Council, Financial and Community policies and procedures, along with the Fees and Charges.**
 - 3. That the Personnel Sub-Committee will review the Staffing Policy and Procedures.**
 - 4. That the amendments presented to the committee were approved.**

- 94.19 The meeting closed at 8.30pm