

**MINUTES OF THE MEETING OF THE ADMINISTRATION AND FINANCE COMMITTEE
HELD AT 7.30PM ON THURSDAY 7 JUNE 2018
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

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

APOLOGIES: Cllr Mrs Stell

CLERK: Mrs D S Barber

1. ELECTION OF CHAIR AND VICE-CHAIR OF THE ADMINISTRATION AND FINANCE COMMITTEE FOR THE MUNICIPAL YEAR 2018-19.

Councillor Rowe proposed and Councillor Capewell seconded that Councillor Grafton-Reed is elected as Chair to the Administration and Finance Committee for the Municipal Year 2018-19. This was carried unanimously by a show of hands.

Councillor Grafton-Reed proposed and Councillor Mallaghan seconded that Councillor Porter is elected as Vice-Chair to the Administration and Finance Committee for the Municipal Year 2018-19. This was carried unanimously by a show of hands.

63.18 **RECOMMENDED: That Councillor Grafton-Reed is appointed as Chair and Councillor Porter is appointed as Vice-Chair to the Administration and Finance Committee for the Municipal Year 2018-19.**

64.18 **2. APOLOGIES**

Apologies were received and accepted from Councillor Mrs Stell

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

No declarations of Members interests were received.

COUNCIL MANAGEMENT

4. REVIEW AMENDMENTS TO DRAFT CORPORATE PLAN 2018-2023

Members reviewed the draft copy of the Parish Council's Corporate Plan 2018-2023. They questioned the Parish Manager on how many times this document had been viewed by anyone other than Members of the Parish Council. As a negative response was received, the Members then asked the Parish Manager to investigate whether the Parish Council has a legal obligation to produce a Corporate Plan. The Parish Manager will report back to the next Administration and Finance meeting due to be held on Thursday 3 September 2018 with the outcome of this investigation.

The Members continued to review the draft Corporate Plan 2018-2023.

Once recommended amendments are made to pages 5 and 12, Councillor Oliver proposed and Councillor Capewell seconded that the Corporate Plan 2018-2023 is accepted and approved.

66.18

RECOMMENDED:

1. That once the suggested amendments are made to Broughton Astley Parish Council's Corporate Plan 2018-2023 it is accepted and approved.
2. That the Parish Manager reports back to the committee at their next meeting to confirm whether or not the Parish Council have a legal obligation to produce a Corporate Plan.

5. REVIEW INTERNET BANKING POLICY 2018

Members received a copy of the Internet Banking Policy 2018. A report accompanied this document which detailed the outcome of the recent Internal Audit which highlighted the costly process of producing and issuing cheques for regular payments made by the Parish Council. A recommendation was made to use a timelier and cost effective system to have these payments made by either BACS, Direct Debit or other electronic means. The committee discussed the validity of this proposal and made the recommendation that a list is produced of those suppliers who could receive payment by direct debit and to have a report issued each month listing payments made to each. To maintain robust controls on payments as an integrated part of its overall financial control system and the Internet Banking Policy 2018 will form part of this system. The Parish Councils Financial Regulations will be updated to reflect any changes. Councillor Oliver proposed and Councillor Capewell seconded that the Internet Banking Policy 2018 is accepted.

67.18

RECOMMENDED:

1. That the Internet Banking Policy 2018 is accepted.
2. That all regular payments are made by Direct Debit.
3. That the Parish Council' Internet Banking Policy and Financial Regulations will be updated to include the addition of Direct Debit payments for regular suppliers.
4. That a report is produced listing all Direct Debit payments made for the month to full council.

5. REVIEW MEDIA POLICY AND GUIDANCE OF THE PRODUCTION OF NEWS RELEASES 2018.

The Committee received the Media Policy and Guidance of the Production of News Releases 2018 and having reviewed the contents Councillor Grafton-Reed proposed and Councillor Rowe seconded that the Media Policy and Guidance of the Production of News Releases 2018 is accepted.

68.18

RECOMMENDED: That the Media Policy and Guidance of the Production of News Releases 2018 is accepted.

6. REVIEW COMMUNITY GRANTS POLICY AND PROCEDURE 2018.

Having reviewed the Community Grants Policy and Procedures 2018, the Members agreed that it was fit for purpose. Councillor Howe proposed and Councillor Rowe seconded that the Community Grants Policy and Procedures 2018 is accepted.

69.18

RECOMMENDED: That the Community Grants Policy and Procedures 2018 is accepted.

7. REVIEW DRAFT MEMORIAL BENCH POLICY 2018.

- 70.18 The members reviewed the Memorial Bench Policy 2018 and recommended the insertion of two statements on Section 1 and 7 to allow a request of a memorial bench at other locations other than the cemetery and to permit alternative inscriptions following Parish Council approval. Councillor Oliver proposed and Councillor Mallaghan second the acceptance of the Memorial Bench Policy 2018.

RECOMMENDED: That the Memorial Bench Policy 2018 is accepted.

- 71.18 The meeting closed at 8.15pm

DRAFT