

**MINUTES OF THE MEETING OF THE ADMINISTRATION AND FINANCE COMMITTEE
HELD AT 7.30PM ON THURSDAY 7 MARCH 2019
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

PRESENT: Councillors: C Grafton-Reed, G Mallaghan, S Oliver, C Porter, A Rowe and Mrs M Stell

APOLOGIES: No apologies received

CLERK: Mrs D S Barber

78.19 **APOLOGIES**
No apologies received.

79.19 **1. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR
DISPENSATIONS**

A non-pecuniary interest was declared by Councillor Rowe on agenda item 4 as an allotment tenant.

COUNCIL MANAGEMENT

2. REVIEW BROUGHTON ASTLEY PARISH COUNCIL STANDING ORDERS

Members reviewed the draft copy of the Standing Order and made the following recommendations:

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That item 3m is amended to— a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

That item 3t is amended to – The minutes of a meeting shall record the names of Councillors, those who have sent apologies and those who have not.

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Remove items 14, 15 and 16.

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That item 17 is amended to – In April year the draft publication of the dates, times and place of ordinary meeting for the year ahead will be presented to Full Council for scrutiny. These will then be approved at the Full Council meeting in May each year.

Item k – to insert i. Attendances and Apologies, ii Declaration of Members Interest, and then move all subsequent items down in order.

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That item 3bx is amended to replace the Data Protection Act 1998 with the General Data Protection Regulation 2018.

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Item 30b – that the value of £15,000 is amended to £25,000

Item 30e is amended to – The full requirements of The Public Contracts Regulations

2018 and the Utilities Contract Regulations 2016, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the Public Contracts Directive 2014/24/EU (which is subject to change) and advice should be sought at this level.

80.19 **RECOMMENDED: That following the suggested amendments Broughton Astley Parish Council Standing Orders are accepted.**

3. REVIEW OF ALLOTMENT RENTS

Members received a report providing the current charges for allotment plot rental against expenditure, including the land lease rental from Leicestershire County Council. Members noted that the revenue from the allotments is declining due to the increase in concessional rents being applied to the over 65's. The committee were also provided with comparisons of allotment rents charged in other Parishes within the District.

The Members requested that at the next Administration and Finance Committee meeting, a copy of the land lease with Leicestershire County Council is reviewed. The Parish Manager was requested to enquire with the National Association of Allotment Gardeners regarding the possible withdrawal of the discounted rate for over 65's currently in operation and to report back with the findings at the next committee meeting.

81.19 **RECOMMENDED:**

- 1. That the Parish Council notifies the plot holders at Western Willows Allotment Site of the increases in rent: October 2020 - full plot £2.00 increase (£25.00); half plot £2.00 increase (£16.00); over 65's full plot £2.00 increase (£18.00) and over 65's half plot £2.00 increase (£10.00).**
- 2. That the Parish Council notifies the plot holders at Western Willows Allotment Site of the increases in rent: October 2022 - full plot £2.00 increase (£27.00); half plot £2.00 increase (£18.00); over 65's full plot £2.00 increase (£20.00) and over 65's half plot £2.00 increase (£12.00).**
- 3. That the Parish Council notifies the plot holders at Sutton Allotment Site of the increases in rent: October 2020 - half plot £2.00 increase (£16.00); over 65's half plot £2.00 increase (£10.00) and ¼ plot £2.00 increase (£9.00).**
- 4. That the Parish Council notifies the plot holders at Sutton Allotment Site of the increases in rent: October 2022 - half plot £2.00 increase (£18.00); over 65's half plot £2.00 increase (£12.00) and ¼ plot £2.00 increase (£11.00).**
- 5. That the land lease agreement with Leicestershire County Council is reviewed at the next Administration and Finance Committee.**
- 6. That the Parish Manager enquires with the National Association of Allotment Gardeners regarding the possible withdrawal of the discounted rate for over 65's and is to report findings at the next committee meeting.**

4. REVIEW OF PARISH COUNCIL RESERVES POLICY

The members reviewed the Parish Council Reserves Policy 2019 for approval. Following a typing correction to Section 3.5, Members unanimously agreed that the policy is fit for purpose and is recommended for approval by full council.

82.19 **RECOMMENDED: That the Parish Council Reserves Policy is approved and accepted.**

7. REVIEW OF COMMUNITY GRANTS POLICY AND PROCEDURES

Members reviewed the Community Grants Policy and Procedures 2019 and having read through the document, considered that no changes were necessary and that all sections were relevant for their requirement.

83.19 **RECOMMENDED: That the Community Grants Policy and Procedures 2019 are accepted.**

8. REVIEW OF LATE PAYMENT POLICY

A copy of the Late Payment Policy 2019 was provided to the Committee Members for review. The Members all agreed that there should be no amendments made and therefore recommend that the policy is approved by full council.

84.19 **RECOMMENDED: That the Late Payment Policy 2019 is approved.**

9. REVIEW THE PROCEDURE FOR THE CO-OPTION OF COUNCILLORS

The Members reviewed the Procedure for the Co-option of Councillors and request that item 1 paragraph 3 is amended to remove the reference to Broughton Matters. Following this amendment, the Members recommend that this is passed to full council for approval.

85.19 **RECOMMENDED: That the Procedure for the Co-option of Councillors is approved.**

10. REVIEW THE MONITORING REPORT ON THE CODE OF CONDUCT

Members reviewed the report provided by the Parish Manager detailing the adherence to the Code of Conduct by Members of the Parish Council. They noted that all Members of the Parish Council had completed and returned their Register of Interest forms, no Member registered any changes in 2018, and that 8 Member were recorded as declaring a non-pecuniary interest over 5 agenda items. The Committee noted the monitoring report and recommend its acceptance at full council.

86.19 **RECOMMENDED: That the monitoring report on Members adherence to the Code of Conduct presented in February 2019 is noted by the Parish Council.**

87.19 The meeting closed at 8.15pm