

9th May 2024

Minutes of the Finance Meeting held on Friday 3<sup>rd</sup> May 2024 at **10.00am** at **Stantonbury Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX.**

For the purpose of transacting the business as set out below:

**Minutes**

61/23	<b>Welcome and Introduction to Finance Committee meeting.</b>	<b>Action</b>
62/23	<p><b>Present:</b> Cllr John Warren Cllr Peter Kirkham Cllr Kevin Smith Cllr Ann Ronaldson - Chair Cllr Sandra Kennedy</p> <p>Donna Moore – Clerk</p>	
63/23	<b>Apologies for Absence: - None</b>	
64/23	<p><b>Declarations of Interest:</b> Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared. <b>None</b></p>	
65/23	<p><b>Public Forum for members of the public to speak:</b> <i>Public participation at a meeting in accordance with standing order 3€ shall not exceed (15) minutes unless directed by the chair of the meeting. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g) – <b>None.</b></i></p>	
66/23	<p><b>Chairs Remarks:</b> <b>None.</b></p>	
67/23	<p><b>Risk Management:</b> <b>None.</b></p>	
68/23	<p><b>Council Insurance:</b> Committee to acknowledge the Loss of revenue cover for Community Hub was an additional total cost of £16.33 which has now been authorised. <b>Committee Acknowledge.</b></p>	<b>Noted</b>
69/23	<p><b>Internal Scrutineer:</b> Confirmation of Cllr C Northwood, Bank Summary verifications for Q3. – <b>Committee acknowledge report - Agreed 5 votes for. (Remind C Northwood to date report).</b></p>	<b>Agreed</b>

Signature: **K.Smith**

Date: **15.05.2024**

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70/23	<p><b>Standing Orders:</b> Committee to review and make recommendation to Full Council <b>Committee’s aim is to change the Standing Orders to simplify them to make them easier to understand.</b></p> <p>Under Rules of debate remove bullet point C / D / E / G / H / I / J / K / L / M / N / O / Q / R / S / T</p> <p>And to Add</p> <ul style="list-style-type: none"> <li>• The chair’s procedural authority is derived from the council as a whole, and his/her rulings must be obeyed by an individual councillor. The chair’s decision on any point of order shall not be open to any discussion or argument, and should the chair stand, raise hand or speak, the council is to come to order and be silent.</li> <li>• The extent and length of discussion is entirely a matter for the chair, who should exercise a careful but firm balance between ensuring full discussion and avoiding irrelevant matter, verbosity, or repetition.</li> <li>• The meeting chair may request an appropriate officer to speak by way of explanation of, or to draw the attention of the meeting to, any legal, technical, or administrative matter.</li> </ul> <p>Clerk to go through suggestions above.</p> <p>Committee requested under section 3 “Meetings Generally” instead of different colours to highlight which Council or Committee is responsible, it should be a symbol method – Office to change.</p> <p>Committee requested under section 4 “Committees and Sub – Committees” to add under d iv, a Councillors to stand on at least 1 standing committee. Under d v – Council to have substitute members, full council to agree the members and they are placed on a rota system, in alphabetical order, and to action it even if quoracy isn’t threatened. Remove 4 hours and change to the day before in office working hours and remove the reason line.</p> <p>**** Chair allowed a break****</p> <p>Still under section 4 d vi – agreed at The Annual meeting the new elected committee to elect their Chair.</p> <p>Under section 7a “Previous Resolutions” Committee recommends adding the following wording: items can only be discussed if the initial concept has significantly changed.</p> <p>Under section 9 “Motions for a meeting” d – To change from 7 days to 4 days</p>	
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	<p><b>Committee requested to change proposal form to remove 2<sup>nd</sup> signature and a log to be sent to all Councillors. Also if Clerk has rejected proposal, to explain why.</b></p> <p><b>Clerk to look into a private section on system for Councillors' documents.</b></p> <p>Under section 15 "Proper Officer" Committee's recommendation XV to re-look at the planning applications process. This is on the Annual meeting to discuss. Standing Orders will then change from that agreement. XVII Remove custody of seal.</p> <p>Under section 18 "Financial Controls and Procurement" 18a to add: published by NALC and applied by</p> <p>Under section 19 "Handling Staff Matters" 19b add: Chair or HR Committee member to inform all HR Committee for absence. 19C add: Full Council Chair / HR Chair, however if this is same Councillor than a different member from HR Committee. D and E to be removed and quote Grievance procedure for staff are covered by SPC Grievance policy.</p> <p><b>Agreed to make recommendation to Full Council – 5 votes for.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<p><b>TC</b></p> <p><b>DM</b></p>
71/23	<p><b>Councillors Allowance and Expenses Policy:</b> Committee to review and make recommendation to Full Council</p> <p>Committee agreed with Policy up to section 3 "Chair Allowance". Committee recommends to Full Council, that Chair can only claim the Chair allowance.</p> <p>Under section 6 "Expense Claims" to add a section (F) "The attendance at an adhoc meeting for councillors with representatives of MKCC (staff or Councillors), other Parish Councils, or potential external partners at the written invitation of the Clerk or the Chair of the Council."</p> <p>Also to add a clause: Parish Council will only contribute to travel costs up to 3 miles.</p> <p>Under Section 7 "Other Expenses" Committee recommends removing printing costs, however for Councillors to be aware Staff is only to print documents relating to Parish business.</p> <p>Agree to make recommendation to Full Council – <b>5 votes for.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	
	<p><b>*** Councillor Warren left meeting*****</b></p>	

72/23	<p><b>Grant and Donations Policy:</b> Committee to review and make recommendation to Full Council</p> <p>Under section "Grant Application Process" 3 - Committee recommends to add: a councillor from a "Rota" will be allocated. 4 - To remove Non – Parish based Grants – Separate vote taken 3 votes agreed. 5 – To remove common award and remain with max £1,000 but every organisation needs to pitch.</p> <p>Under section "Condition of Funding" 5 – To add: only allow if within the parish. 6 – To keep, but add to Grant form: 2 representatives need to approve payments (add to form as a tick box). To also add a section that the RFO / Clerk need to do checks and sign it off.</p> <p><b>***Chair requested to extend meeting for a further 30 minutes - Agreed 4 votes****</b></p> <p>Under section "Donation" Remove the section to say local charity, and to only allow grants in an emergency situation and the office to run checks on organisations and issue report.</p> <p>Agree to make recommendation to Full Council – <b>4 votes for.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<p style="text-align: center;">TC</p> <p style="text-align: center;">TC</p>
73/24	<p><b>Asset Register:</b> Committee to discuss the Asset Register Committee to ask Full Council for a volunteer to check the register. - <b>Agreed 4 votes</b></p> <p style="text-align: right;"><b>Agreed</b></p>	

Closed 13:25