

Minutes of the Finance, Administration and Policy Committee held remotely in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, on Tuesday 2nd February 2021 commencing at 6.30pm

Given the current Government advice in relation to public gatherings, members of the public will not be able to physically attend this meeting to observe proceedings, they will however be able to access and participate at the meeting through the use of Microsoft Teams – see Parish Council website www.campbell-park.gov.uk for details.

65/20 Members Present

Cllr T Baines
Cllr K Kent

Cllr T Fraser
Cllr D Pafford

In Attendance

L Bradley, Responsible Financial Officer
D Warner, Clerk to Council

66/20 Apologies for Absence

Cllr D Kendrick

67/20 Declarations of Interest

None

68/20 Non-Committee Members/Members of the public present

Mark Davies - CCLA

At this point, with the agreement of Committee, the Chair brought forward agenda items 4 and 5, thereafter reverting to the published agenda order.

69/20 CCLA Local Authorities Property Fund

Committee received a presentation by Mark Davies from CCLA updating committee on the Local Authorities Property Fund which has now re-opened.

70/20 Independent Financial Advice – Potential Parish Council Investment

Committee noted that Council has resolved to invest the Oldbrook Endowment (£114,189) in the CCLA Local Authorities Property Fund subject to advice from an Independent Financial Adviser. The Responsible Financial Officer to start the process of obtaining the Independent Financial Advice from James Ryan Thornhill Ltd, and then report back to Committee at the meeting of Finance, Administration & Policy meeting in April 2021.

71/20 Minutes of the meeting held on the 1st of December 2020

Committee approved the minutes of the previous meeting.

72/20 Public Involvement – Deputations, Petitions and Questions

None

73/20

Section 137 Expenditure Limits for 2021-22

Committee noted the revised Section 137 expenditure limit of £8.41 (per elector) for 2021-22.

74/20

Container at Fishermead Sports Ground

Committee noted that the container at Fishermead Sports Ground has now been purchased from 1st Containers for £2400.00 including VAT.

75/20

VAT advice on New Parish Hub

At the meeting of Council in held on 19th January 2021 (Minute number 189/20) Council acknowledged the VAT advice provided by the Parkinson Partnership relating to the purchase of Springfield Public House. Council acknowledged that optimal VAT efficiency will be achieved by committing to using the redeveloped building for non-business use for 10 years after completion – using the redeveloped building for business use during the first 10 years will result in having to repay some/all reclaimed VAT associated with the purchase and redevelopment of the site.

Committee agreed to make an addition to the Risk Assessment, in the Financial section, to highlight the VAT impact of using the building for business purposes in the first ten years of its use.

76/20

Committee Terms of Reference

Committee reviewed its Terms of Reference prior to the Annual Meeting of Council in May 2021 – No changes were recommended.

77/20

Committee Policies Review

The Committee reviewed the following policies prior to the Annual meeting of Council in May 2021 - Amendments will be considered at the Annual Meeting.

i. Financial Regulations

No changes

ii. Investment Strategy

This item has been deferred until the meeting in April, when the Independent Financial Advice should have been obtained regarding the CCLA investment. The bank account details will also be updated.

iii. Data Protection & Privacy Policy

No changes

iv. Member Conduct Protocol (Including Implications of the Ledbury Cast)

No changes. New model due from NALC in March.

v. Councillors Introduction/Induction

Committee resolved to recommend to Council that the following be added under the heading Chairmanship – *In a Parish Council election year and on the election of any further new Councillors, all Councillors will be required to undertake approved Equality and Diversity training within 3 months.*

vi. Training Strategy (Members)

No changes

vii. Freedom of Information

No changes

78/20 Parish Council Standing Orders Review

Committee reviewed the Parish Council Standing Orders prior to the Annual meeting of Council in May 2021, noting that they were amended and updated by Council on 22nd October 2019.

Committee resolved to recommend to Council that a new Standing Order be added as follows:-

28 Equality and Diversity

In a Parish Council election year and on the election of any further new Councillors, all Councillors will be required to undertake approved Equality and Diversity training within 3 months.

79/20 Business Interruption Claim – Came and Company

Committee noted that Came and Company advised that AXA have confirmed that they remain unable to cover claims for losses arising from the closure of businesses due to Covid-19. Therefore a claim cannot be made for loss of income from the community centres being closed due to the pandemic. When the insurance is renewed Committee recommended that a cover is sought which offers Pandemic cover.

80/20 Income & Expenditure Report to 31st December 2020

Committee accepted the detailed Income and Expenditure report as at 31st December 2020.

Under the above item, the Chair requested that the Responsible Financial Officer contact Milton Keynes Council to request a reduction in Business Rates, due to loss of income from Covid-19, for the Oldbrook Centre and the Springfield Centre.

81/20 Balance Sheet to 31st December 2020

Committee noted the Balance Sheet as at 31st December 2020.

82/20 Cheques, Direct Debit & Standing Order Payments to 31st December 2020

Committee noted the schedule of payments made from 1st November to 31st December 2020.

The schedule is submitted for information only.

83/20 Date of Next Meeting

Tuesday 6th April 2021