

Finance & Governance Committee - Agenda

Clerk: Michaela Frost

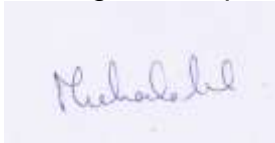
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14 June 2017

Members of the Horsted Keynes Parish Council Finance & Governance Committee are summoned to a meeting to be held in the Parish Council Office Tuesday 20 June 2017 starting at 7:30 p.m..



Michaela Frost
Parish Clerk

AGENDA

1. Election of Chairman
David Colville was elected for the
2. Apologies for absence to be received.
Jez Humphreys Davies
3. To receive Declarations of Interests from Councillors in respect of any matter on the Agenda.
(Members are invited to make any declarations of personal or prejudicial interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is to be considered). None...
4. To approve minutes of previous Finance & Governance Committee meeting held on 12 December 2016 (attached) - Notes of Advisory Meeting from 28 March attached for information.

AGREED

5. Matters arising from previous minutes not covered elsewhere on this agenda.
6. To note Risk control documentation – make any updates as necessary.
Michaela to update the risks and controls documentation concerning Judith leaving and the Financial Regulations now that Judith has left – Clerk will amend the document

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and will circulate the risks and controls document.....and will circulate to the F& G for agreement...

7. Tennis Club Agreement – to undertake a review

The Tennis Club is listed an asset and so is owned by the Parish Council. They do building. Ask Ian Davison to cast an eye over the Tennis Club Agreement – gain some legal advice.

Could ask Cllr O'Regan as he is a Member to see the Tennis Club Accounts. Ask Ian how much it will cost to look over the eye over the Agreement – Clerk to check correspondence for when the fee went up to £500. Can the Solicitor to review the License and ask about subletting and fee increase – Might then go on the next parish Council Meeting on the 11 July.

9. Coffee Shop - to consider the License/ Agreement and consider rent

The pop up coffee shop which each community group took a day to fundraise for each community Group was an idea put forward by Cllr Webster on behalf of the PTAthis does not seem to be a viable option now.

Perhaps have a rental agreement – a rental agreement for all and a copy of liability insurance and copy of risk assessments....Clerk to get a copy of rental agreement from Ashurst Wood and look into how it works for renting out the Pavillion an adhoc basis...Need to get a fire document legal responsibilities – Clerk ask Ashurstwood for all the legal requirements for renting out a pavilion on an adhoc basis.Check with Ashurstwood about private rentals and what level of insurance we would need.

The licence is too onerous now and so need to move ahead with a rental agreement on an ad hoc basis. Circulate stuff from Ashurstwood to F & G Cttee.

Go back to Kay and say we are looking out to a rental agreement.....any food would have to be made at their homes...

10. Year to date expenditure – check on budgets

Michaela to check with Judith how the £4,000 was transferred and from what pot it was taken from

Need to check with Judith why moved the £4,000 and who agreed to move these funds and from what pot the £4000 came from. Where was the overspend from and why was there a need to top up the current account – Clerk to check with Judith....let F& G Meeting bring this report again the the F& G Cttee meeting....

Tennis Club Heading in the budget? Where does this go

A report shows where total picture of everything

Cllr Vince thinks we need to monitor this more closely. Need overview and special reserves perhaps in a report

At next F& G Meeting we need to look at this again and decide if we need more information

Explanation of the £4,000

Second report of the various reserves perhaps needed

11. Application to have a Boules pitch – update – We have given the Boules Green Man Group permission to use village Green – they need to underwrite all costs and provide

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liability insurance. Peter Vince provided an email which the Clerk will circulate and will write back to Peter Vince with formal permission to use the Village Green and all our requirements.

12. Items for future meetings:

- Freedom of Information Notice
- Model Publication Scheme
- Scheme of Delegation
- Top up card
- Back up and data protection

13. Exempt Items

To consider whether to exclude the Press and Public from the meeting during consideration of the following item in accordance with Section 100A of the Local Government Act 1972, on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the said Act.

14. Clerk Contract and Remuneration

Amend Clerk's contract -