

TIBBERTON PARISH COUNCIL

MINUTES OF STRATEGY and FINANCE COMMITTEE MEETING

WEDNESDAY 5th JULY 2023, 7.30PM

at TIBBERTON PARISH HALL, PLOUGH ROAD.

Committee Members present: Cllr Robbie Hazlehurst, Chairman
Cllr Trevor Knight
Cllr Liz Morton
Cllr Helen Savage

Committee Members absent: All present.

In attendance: Cllr Margaret Rowley,
Gill Lungley, Acting Clerk/Support Officer

1. Chairman's welcome.

All were welcomed to the first meeting of this committee.

2. To receive and note apologies for absence.

No apologies required.

3. Declarations of interest.

None

4. Written requests for dispensation.

No requests for dispensation had been received.

5. To hear from members of the public.

There was no request to speak.

6. To agree this committee's Terms of Reference.

The proposed Terms of Reference (attached to pp3,4) were reviewed and agreed subject to ratification by the full council.

7. Appointment of new Clerk.

This item was discussed at the end of the meeting.

8. Appointment of Lengthsman and approval of annual partnership agreement.

It was noted the WCC 2023/24 budget allocation is £2,232,91 and WCC will provide training.

It was **AGREED** to sign the annual agreement with Worcestershire CC for 2023/24.

It was **AGREED** to advertise the position locally and via social media.

9. To consider and agree the new Village Hall lease.

Members discussed various clauses of the proposed lease as well as the objections raised by the Tibberton Community Land Trust (TCLT) to the inclusion of a rent review clause; further discussion would take place with TCLT regarding a general review process which the council would insist on as the owner of this public asset.

- 10. Review of current year's budget and the monitoring and control mechanisms in place.**
The budget to date was reviewed and adjustments were proposed for presentation to and adoption by the next meeting of the full council. The revised budget would add in a line for the newly established Communications and PR committee for the amount of £2,000.
- 11. To consider preparation of a budget beyond 2023/24.**
The Communications and PR committee is to be asked to prepare an outline of expected expenditure for the current financial year, to be sourced by reserves, and to prepare figures to feed into the 2024/25 budgeting process later this year.
- 12. To consider opening a deposit account or investment.**
It was agreed to seek to deposit £35,000 with CCLA's Public Sector Deposit Fund.
- 13. To review the Scheme of Delegation.**
The example produced was insufficient; the scheme is to identify –
 - Income, expenditure and payment authorisations.
 - Arrangements for pursuit of matters affecting the parish particularly when there are no financial implications to the council in keeping with Standing Orders, Financial Regulations, committees' Terms of Reference, and staff job description.
- 14. Review of Risk Management.**
Current arrangements include the Operational Risk Assessment and Internal Controls Policy and Statement. **It was AGREED** the current documents are adequate and are to be reviewed in February 2024.
- 15. Review of 2022/23 Annual Governance and Accountability Return (AGAR).**
The audit period has been called for 5th June to 14th July 2023 inc. The relevant paperwork has been sent to the External Auditor and includes the Internal Auditor's report .This committee would address the issues arising from both the report and the Annual Governance Statement, and develop an Action Plan to include monitoring progress.
- 16. The meeting was closed to the public to allow for discussion of confidential matters relating to staffing issues.**
 - a) **HMRC responsibilities: actions agreed.**
 - b) **Appointment of new Clerk to the Council and Responsible Financial Officer: appointment agreed.**
- 17. Items for discussion at next meeting.**
 - a. Handover arrangements for the Village Hall to TCLT:
 - i. Inventory
 - ii. Documentation
 - iii. Additional capital expenditure, if required, to ensure the facility is equipped to provide the core activities expected of a Village Hall.
 - b. Review of Parish Council and Village Assets.
 - c. Prepare a policy review calendar to include review of GDPR Policy.
- 18. Date and time of next meeting.**
The date of the next meeting is on a day week commencing 31st July 2023, starting 7.30pm.

This meeting ended at 9.34pm.

Signed as a true record:

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Chairman, Strategy and Finance Committee

Date.....

Tibberton Parish Council
Strategy & Finance Committee
Terms of Reference

1. Authority

The Strategy and Finance Committee is appointed by and is solely responsible to Tibberton Parish Council. The committee duties are defined and agreed by the main council who may vote, at any time, to modify the committee's powers.

2. Membership

All members of the committee will be elected councillors. The committee will consist of no fewer than four elected councillors. A quorum at the committee's meetings will consist of no fewer than three elected members. The committee will meet monthly with the responsible financial officer in attendance but can also be convened to deal with special events as they occur.

3. Record of Proceedings

Written minutes will be taken to record the committee's decisions and actions which will be circulated to all councillors with recommendations for the next full council meeting. If the Clerk is not present to take the minutes, the committee will take steps to ensure an accurate written record is prepared for public circulation and maintained for the council's records.

4. Confidentiality

Parts of the meetings of this Committee will from time to time be confidential to the Committee members with the press and the public excluded where appropriate.

5. Responsibilities

- a. The committee's primary purpose is to oversee the council's strategy and financial resources and to recommend strategy and action on policy and operational matters concerned with council's operation and finances.
- b. The strategy and finance committee will have the following specific duties:

Finance

- i. To liaise with the responsible financial officer in the preparation of budgets and recommendations for precept.
- ii. To liaise with the responsible financial officer in the preparation of a three-year budget.
- iii. To make recommendations on staffing-related expenditure.
- iv. To monitor income and expenditure against budget monthly
- v. To ensure adequate financial controls are in place to utilise and protect the council's finances and assets.
- vi. To ensure the council is observing financial regulations.
- vii. To monitor and effect compliance with internal and external audit and other financial procedures, regulations and statutes.
- viii. To monitor the council's financial risk assessments and recommend changes where necessary.

Strategic Management

- ix. To agree the lease agreement with TCLT for the new Village Hall.
- x. To put in place procedures to monitor the operation and financial performance of the Village Hall.
- xi. To make recommendations to the Parish Council in respect of grants or loans to village-based groups or organisations working to improve or enhance the life of the village.
- xii. To review on an annual basis and make recommendations to the Council as appropriate the:
 - Council's policies.
 - Scheme of delegation to the Chair, Vice Chair, Clerk and committees.
 - Assets of the Council and the village.
- xiii. To establish sub-committees and working groups as required.

Human Resources

- xiv. To make decisions on all staffing matters including appointments, subject to agreed budget and expenditure limits.
- xv. To oversee the council's staffing resources and to prepare and maintain its strategy and action as an employer on policy and operational matters concerned with the council's staff members. This includes the requirement to draft, implement, review, monitor and revise appropriate policies for managing staff members.
- xvi. To establish and keep under review the council's staffing structure.
- xvii. To establish and review staff salary pay scales for all categories of staff and be responsible for their administration and review.
- xviii. To arrange the execution of new employment contracts and changes to contracts.
- xix. To review and revise employment contracts in consultation with staff and in compliance with legislation and, as appropriate, to recommend any changes to the Parish Council.
- xx. To review the Clerk's job description on at least an annual basis to ensure it reflects the requirements of the role.
- xxi. To establish and review performance management (including annual appraisals) and staff training programmes.
- xxii. To keep under review staff working conditions and Health and Safety matters.
- xxiii. To monitor and address regular or sustained staff absence.
- xxiv. To consider any grievance or disciplinary matter in line with the NALC model policies
- xxv. In the event of a grievance relating to the conduct of a council member, the committee will follow the informal procedure outlined in the NALC model Grievance Policy*.
- xxvi. To recommend the setting-up of an Appeals Committee in the event of any disagreement relating to (i) salary, (ii) grievance, (iii) disciplinary or (iv) any other staffing-related matter.
- xxvii. To oversee any process leading to dismissal of staff, including redundancy.

***NB** The committee cannot deal with matters relating to the standards and behaviour of council members but instead must refer such matters to the district council's Monitoring Officer. The Localism Act 2011, s28(6) refers.