



Liss Parish Council

Review Group for Standing Orders, Procedures & Agreements with third parties.

Minutes of a meeting held on 4th April 2013

MEMBERS

*K Budden * H Linsley *L Mann *B Mayo *A Wright(Chairman)

*Present

Clerk: R Bowery

01/R13 Apologies

There were no apologies.

02/R13 – Declarations of Interests

There were no declarations of interests.

03/R13 – Terms of reference for committees & sub committees

The Clerk had circulated draft terms of reference for all LPC committees, sub-committees & working groups prior to the meeting. Members discussed the documents & the following amendments were agreed.

Grounds Committee

Voting – amend wording to “Voting will normally be on a show of hands. At the request of a Councillor Member the voting shall be recorded so as to show whether each Councillor present & voting gave their vote for or against that question or abstained from the vote.” This wording would be carried through to the TOR of the other committees.

Duties of the Committee - It was agreed that the following detail be added to the list of responsibilities: All Council owned land on the Riverside Railway Walk including the picnic area & the disused railway platform.

Buildings Committee

TOR accepted with the amendments agreed to voting as per Grounds Committee & the change of the word property/properties to buildings throughout.

West Liss Pavilion Development Advisory Committee

Membership – Mr G D Baker to be removed. (Consideration to be given to seeking a replacement co-opted member).

Quorum – Quorum to be three & that three must include Cllr Budden (Chairman of Buildings), Cllr Thomas (fundraising) and at least one of the Chairman of the Council & the Chairman of Finance.

Finance Committee

Voting amended as per Grounds Committee. Duties amended to include Recommendation of budget & precept to full Council, Appointment of internal auditor & to receive quarterly bank reconciliation statements.

Staff Employment Matters Sub-Committee

In discussion it was agreed to recommend to Council that this sub-committee be recognised as a full committee of the Council; however, it would be a closed meeting for Members of the Committee only due to the sensitive nature of its remit.

Membership – Amended to include one additional Councillor.

Chairmanship – Amended to Chairman of the Council or in their absence the Vice Chairman of the Council.

Responsibilities – Remove the word Demand & replace with requests for flexible working. Add the word budget after increasing the Council's manpower. Add the words in accordance with legislation & the Council's procedures to the dealing with grievances, disciplinary matters etc. Add the words or Council following Finance Committee in respect of recommendations for staff training, development etc.

Frequency of Meetings – Amend to a minimum of twice.

Highways & Transport Committee

Voting amended as per Grounds Committee. Duties amended to include pavements.

Cllr Mann left the meeting at 7.00pm

Planning Committee

TOR accepted with the amendments agreed to voting as per Grounds Committee .

In discussion it was agreed that the Police Liaison meetings were not of a formal committee of the Council but also that the meetings should be added to the Council's schedule of meetings.

04/R13 – Financial Regulations

Due to time restrictions the debate was restricted the meeting was ended at 7.20pm.

Next meeting: TBC



Liss Parish Council

Review Group for Standing Orders, Procedures & Agreements with third parties.

Minutes of a meeting held on 5th June 2013

MEMBERS

*K Budden * H Linsley *L Mann *B Mayo *P Payne *A Wright(Chairman)

*Present

Clerk: R Bowery

05/R13 Apologies

There were no apologies.

06/R13 – Declarations of Interests

There were no declarations of interests.

07/R13 – Election of Chairman

Cllr Wright, proposed by Cllr Linsley & seconded by Cllr Mayo , was unanimously elected Chairman for the ensuing year.

08/R13 – Terms of reference for committees & sub committees

It was noted that the Terms of Reference for all committees & sub committees had been adopted by Council at its April meeting under minute 63/13.

Cllr Budden said that a change to the membership & quorum constitution for the West Liss Pavilion Development Advisory Committee needed to be amended following the change of Council Chairman agreed at the May Council meeting.

After discussion the following revised wording was agreed:

“Membership

The Chairman and Vice Chairman of the Council, the Chairman of Finance, The chairman of Buildings (who will chair the committee) & Cllr Linsley. Any co-opted member will have no voting rights. Membership will be reviewed if there is any change in the above offices.

The quorum of the advisory committee will be three & must include either the Chairman of the Council or the Vice Chairman of the Council and at least one of the Chairman of the Buildings Committee & the Chairman of the Finance Committee.”

Cllr Linsley pointed out that the ToRs for the Buildings & Grounds should reflect that the Chairmen of those committees sit, ex-officio, on the other committee. It was agreed to amend the wordings accordingly.

Cllr Payne expressed concerns about the meetings of the Grounds & Buildings Committees being held on the same evening & felt that the Membership should be identical as there could be problems with the first meeting overrunning or an unacceptable delay before the second meeting.

The Clerk explained the statutory requirement of issuing notice of meeting agendas & times.

After discussion it was agreed that the Grounds Committee agenda would in future state a start time of “7.45 or later”.

Cllr Linsley raised the issue of the election of a Vice Chairman for committees; he felt it was particularly important for there to be one for the Planning Committee.

After discussion it was agreed that the existing wording of the various ToRs was adequate to cover all situations.

09/R13 – Financial Regulations

The following changes to the draft Financial Regulations as circulated prior to the meeting was agreed. All other proposed changes were accepted.

Para

2.1 - Change deadline for committees to submit proposals to end of September or where this is not possible as agreed with the RFO.

2.3 – Change deadline for Finance Committee to review estimates to end of October.

3.2 – Change Council to Finance Committee.

4.5 – Change Council to Finance Committee.

The internal auditor would be consulted on how other councils review the effectiveness of the internal audit. It was agreed that the paragraph would be amended as per the inquiry of the internal auditor but would contain a provision for the regular review of the appointment of the internal auditor.

Subsequent to the meeting it was confirmed by the internal auditor that this requirement had been removed from the latest edition of the Accounts & Audit Regulations. The SLCC model Financial Regulations of 2012 remain unchanged from the 2006 version.

6.6 – Change Council to Finance Committee. Delete last sentence referring to renewal of resolution for direct debit.

7.1 – Change Remuneration Committee to Staff Employment Matters Committee.

7.2 – Change may to will.

9.3 – Change Council to Finance Committee & include words “ or as required” to review period.

9.3 – Change Council to Finance Committee.

10.4 – Delete statutory.

11.b – Change £3000 to £7500

14.3 – New paragraph relating to asset register “The RFO shall ensure that a register of all tangible assets is maintained recording the location, reference, purchase date & details & purpose. The register will record all additions & deletions by disposal or end of useful life.”

18.1 – Replace from time to time with once a year in line with 13(b) of model Standing Orders.

10/R13 Principles of control of expenditure.

Contracts (Section 11 of Financial Regulations & section 30 of Standing Orders)

It was agreed that:

i – The overriding duty to obtain best value (Fin Regs 10.3) applies.

ii – However, for many lower value contracts it was not always practicable to obtain three quotes.

iii – That suppliers were unwilling to make written sealed quotes for lower value contracts.

Hence, the principle should be:

iv – No formal requirement for three quotes for contracts of up to £7500 although good practice would seek more than one quote if possible.

v – Expenditure of up to £7500 could be made if authorised by relevant committee or if it is urgent after authorisation by the Chairman of the relevant Committee.

vi – In the case of any emergency the Clerk is authorised to make expenditure of up to £7500 if the Chairman of the Committee is not available. The expenditure is to be reported to the Chairman, or in their absence, the Chairman of Council as soon as possible.

vii – For expenditure of between £7500 and £20000 a list of suppliers should be drawn up and three quotes obtained. There should no longer be a requirement that these quotes should be sealed.

viii – For expenditure over £20000 there should be a full tender process with public notice.

11/R13 – Standing Orders - Financial & Accounting

The Chairman had previously circulated proposed amendments to the financial sections of Standing Orders & the following was discussed but not formally agreed. Formal agreement would be sought at the next meeting:

Section 13 – Expenditure – amendments accepted.

Section 14 – Execution & Sealing of Legal documents – amendments accepted.

Section 19 – Accounts & Financial Statements – amendments accepted.

Section 20 – Estimates & Precept – amendments accepted subject to 20(b) being altered to add end of September .

Section 30 – Financial Matters – The limits on contracts to be awarded without tender be amended to reflect those in the Financial Regulations ie. contracts in excess of £20000..

Standing Orders outstanding items – Cllr Linsley confirmed that for section 7(d) Code of Conduct the wording “pecuniary” used in statutory rules should stand.

12/R13 – Outstanding Business

The following actions were agreed:

Standing Orders – Clerk to address issues relating to Clerk & Proper Officer, personal interests & recording of meetings.

Cllrs Budden & Mann to progress work on health & safety & risk procedures.

The Chairman would continue to progress working on staff issues.

Third parties agreements wording to be finalised by Clerk.

Cllr Payne requested that a copy of the Service Level Agreement with NCPFT be sent to the Chairman of the Grounds Committee.

The chairman said that more regular meetings were required to ensure that all matters were addressed & then meetings would be reduced to maybe two per year,

Date of next meeting: Wednesday 10th July 7.30pm.