



LOCKING PARISH COUNCIL



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Minutes of a Meeting of Locking Parish Council's Finance & Strategic Planning Committee held on Thursday 30 July 2020 19.00hrs via Zoom

Meeting opened: 19.30hrs

Meeting closed: 20.33hrs

Present: Councillors: Cllr Jo Roberts (Chairman), Cllr W Bearsby (Vice Chairman) Cllr Paul Jones

MATTERS FOR DECISION

FSP17) To receive Apologies for absence and to approve reasons where appropriate –
Cllr Fowler, Cllr Mason, Cllr Keate

FSP18) To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations – None declared.

PUBLIC PARTICIPATION

FSP19) To receive and hear any person who wishes to address the committee – None

MATTERS FOR DECISION

FSP20) To receive and confirm the Minutes of the meeting held on 25 June 2020

RESOLVED: That the Minutes of the Executive meeting held on 25/06/2020 (previously circulated), be taken as read, agreed as being a true and correct record and to be signed in person by the Chairman of the meeting in the presence of the Clerk.

FSP21) To receive any update on items in those Minutes which are not included on the Agenda: None

FSP22) Draft Financial Reserves Policy- Circulated - To receive and agree any amendments:
To agree to present Draft 1 - with amendments as – final version for adoption at Full Council meeting on 6 August 2020:
Draft Policy Document Received and Discussed - Draft 1 with Amendments **AGREED** as shown highlighted in the attached document to be recommended to Council for adoption at the next meeting.

FSP23) To receive a list of Projects for 2020/21 and make recommendations to full Council at its meeting on 6 August 2020 – Circulated:
AGREED all projects to be recommended to full council although it should be noted that new costing may have to be obtained due to COVID affecting business and prices

FSP24) Application and Submission process for Capital Projects:

a) Application & Submission Procedures - To receive Drafts - Two Documents Received and discussed

b) To receive and approve/agree any comments/amendments - **Project Brief Submission** – Amendments:

AGREED and Accepted as follows - pg 1 Bullet point six to read " If any section of the submission is not relevant or you are unable to answer for some reason, eg formulating an estimate, then please indicate this on the form or enter N/A [for not applicable].

Pg 4 - Amendments showing correct wording protocol for the Approval of Proposal to be Recommended or Rejection of Proposal to be Recommended to full council Project Brief Submission Checklist - **AGREED** and Accepted by all - No amendments submitted or required. This document is viewed as an essential part of the Proposal Submission Procedure in order to ensure objectivity, transparency and an aid to showing that the Committee is acting fairly when deciding on the expenditure of public funds and Council Reserves.

- c) **AGREED to forward Drafts -with amendments as - FINAL version for adoption at next full Council Meeting;** Cttee also indicated that advice and assistance will be available should anyone require it when completing the proposal submission and at this stage in time this same form will be used for both minor proposals and bigger, long term projects. The former [minor proposals] may not require all parts completed, but Cttee felt that it is important that all proposals requiring expenditure of funds for the benefit of the parish community should have a systematic paper trail for transparency and accounting purposes. The documents will be reviewed as matters progress and should not be seen as a hindrance to applying.

FSP25) Formulate a 5 Year Strategic Financial Plan: to agree a date for workshop

Discussed and it had been hoped to hold a 'Saturday Brunch' session to build team working and to begin brainstorming & developing the long term plan for Council [Cttee would like this noted in some way]. However, there are many time commitments together with uncertainty surrounding Covid-19 and so it was **AGREED** as follows:

- that the latter part of the Meeting set for 27 August ie 45 minutes be set aside to start the Development Planning
- If possible, this continue onto Saturday 29 August for a Brunch Session for part 2 - duration 1-2 hrs
- If any of the above are not possible then we try the same planning as follows:
- that the latter part of the Meeting set for 10 September ie 45 minutes be set aside to start the Development Planning
- If possible, this continue onto Saturday 12 September for a Brunch Session for part 2 - duration 1-2 hrs

In the meanwhile Chairman of Committee will work on some introductory preparations in readiness for either or both of the above dates to set things in motion.

FSP26) Grant Application for grant funding from Locking 1st Scouts for consideration and recommendation to full council on 6th August 2020. (circulated)

Discussed and agreed that this was a worthwhile project and a commitment from the Scouts to contributing to enhancing facilities and environment of the village, ie improvement works on the hedgerow of the area leased. The Cttee **AGREED** to recommend to Council that the Scouts be given a grant of £500 with the proviso that the Scout Leader provides a breakdown of all costings involved. It was noted that the Scout group does in fact have a healthy current bank balance and it was considered appropriate to retain a balance in the Grant Fund [£500] so as not to deplete it on one application as it would not then be possible to offer assistance to other applicants over the remaining financial year 7-8 months.

[It should be noted that there are many forward planning items to be worked on during the Autumn sessions, eg budgets, precept, etc which will be placing a loaded commitments on some members or council.]

There being no further business the meeting Chairman closed the meeting at 20.33hrs

Signed (Chairman).....*J Roberts*.....

Date.....*30 July 2020*.....

The next meeting of the Finance & Strategic Planning Committee to be held on Thursday 27 August 2020 via Zoom