

**COLDEN COMMON PARISH COUNCIL**

SUMMONS to attend  
MEETING OF THE  
FULL PARISH COUNCIL

**Virtual meeting to be held on Monday, 7<sup>th</sup> September 2020 at 7.30 p.m.**

Due to the current Coronavirus pandemic, the Parish Council will meet virtually via Zoom by clicking [HERE](#) rather than in the Community Centre. You can also use the link below

<https://us02web.zoom.us/j/2892053439>

Zoom is available for Personal Computers, Apple Mac's, mobile phones and tablets. Just go to the appropriate app store.

**To join the meeting the ID is 289 205 3439**

**The press and public may not speak when the Council is in session.**

Members of the press and public will be muted when joining the meeting.

The Press and Public can make points or ask questions regarding items on the agenda only, in the allocated time during agenda item

To do so please raise a virtual hand during this agenda item and wait to be invited to speak by the Chair.

Background papers if appropriate are available on request before the meeting.

They will be circulated to Councillors in the days before the meeting.

Debbie Harding, Clerk to the Council, Tuesday 1st, September 2020

***Please note that the timing shown on the agenda is a guide only and agenda items may be brought forward, suspended or deferred which will result in the agenda item being dealt with at a different time.***

**A G E N D A**

***Please note that the timing shown on the agenda is a guide only and agenda items may be suspended or deferred which will result in the agenda item being dealt with at a different time.***

| <b><u>AGENDA REF</u></b> | <b><u>AGENDA ITEM</u></b>  | <b><u>LEAD</u></b> | <b><u>PAGE</u></b>  | <b><u>TIME</u></b> |
|--------------------------|--|--------------------|---------------------|--------------------|
| FPC47/20                 | To receive any apologies for absence and note vacancies on the Council   | Chair              |                     | 7.30               |
| FPC48/20                 | To receive any declarations of Interest related to subsequent agenda items   | Chair              | -                   | 7.31               |
| FPC49/20                 | To resolve to approve and sign the minutes of the meeting of the Full Parish Council held on the 6 <sup>th</sup> July 2020 as an accurate record of the meeting.   | Chair              | 3-9                 | 7.32               |
| FPC50/20                 | To resolve to approve and sign the minutes of the confidential meeting of the Full Parish Council held on the 6 <sup>th</sup> July 2020 as an accurate record of the meeting.  | Chair              | Pink                | 7.35               |
| FPC51/20                 | To receive any questions from members of the public relating to any matters on the agenda, or ask any questions to District and County Councillors   | Chair              |                     | 7.37               |
| FPC52/20                 | To receive updates from the elected District and County Councillors  | Chair              |                     | 7.47               |
| FPC53/20                 | To receive an update from the Clerk on any matters (for information only)  | Clerk              |                     | 7.57               |
| FPC54/20                 | <a href="#">To receive the minutes from the Planning Committee Meetings held on the 15<sup>th</sup> July and 5<sup>th</sup> August 2020</a>  | Cllr Hill          | Follow Website link | 8.00               |
| FPC55/20                 | To approve in principle, the financial arrangement agreed with Taylor Wimpey to enable Stratton Copse to be transferred to the Parish Councils ownership and commence the drafting of the legal agreement and conditions in this regard. | Cllr Hill          | To follow           | 8.05               |
| FPC56/20                 | To approve the submission of the Village Design Statement 2020 for submission to Winchester City Council for adoption as a supplementary planning document.  | Cllr Hill          | To follow           | 8.20               |

|          |  |            |                     |      |
|----------|--|------------|---------------------|------|
| FPC57/20 | To receive the minutes from the Finance and Administration Committee held on the 3 <sup>rd</sup> August 2020         | Cllr Wilks | Follow Website link | 8.30 |
| FPC58/20 | To receive the external audit opinion from PKF Littlejohn for the year ending 31 <sup>st</sup> March 2020.           | Cllr Wilks | 10                  | 8.24 |
| FPC59/20 | To recommend that Full Council adopted updated terms of reference for the Finance and Administration Committee       | Cllr Wilks | 11-13               | 8.26 |
| FPC60/20 | To recommend that updated financial regulations are adopted by the Council.  | Cllr Wilks |                     | 8.30 |
| FPC61/20 | To discuss and resolve whether to continue holding virtual meetings.   | Chair      |                     | 8.35 |
| FPC62/20 | Councillors information and question time  | Chair      |                     | 8.45 |
| FPC63/20 | To raise any items for the next agenda   | Chair      |                     | 8.50 |
| FPC64/20 | To approve accounts for payment by Colden Common Parish Council for August 2020 (retrospectively) and September 2020 | Chair      | To follow           | 8.55 |
| FPC65/20 | The meeting to close   | Chair      |                     | 9.00 |

*Debbie Harding, Parish Clerk,  
Tuesday, 1st September 2020*

**COLDEN COMMON PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE FULL PARISH COUNCIL**  
**HELD VIRTUALLY ON ZOOM ON MONDAY 6<sup>TH</sup> JULY 2020 AT 7.30PM**

**Present** Cllr Richard Izard  
Cllr Maggie Hill  
Cllr Laurence Wilks  
Cllr Alex Loughran  
Cllr John Boyes  
Cllr Joanna Battle  
Cllr Hazel Crosthwaite  
Cllr Rob Veck  
Cllr Maggs Pearson

**Apologies** Cllr Pam Glasspool  
**In attendance** Cllr Sue Cook  
Cllr Tony Bronk  
Debbie Harding (Clerk)  
Sophie Thorogood (Asst Clerk)  
0 Members of the public

**FPC 22/20**            **TO RECEIVE ANY APOLOGIES FOR ABSENCE**            Action  
Apologies were noted as above

**FPC 23/20**            **TO RESOLVE TO EXCLUDE THE PUBLIC FROM AGENDA ITEM FPC 45/20 UNDER LEGISLATION IN THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 AS THE BUSINESS BEING DISCUSSED IS OF A COMMERCIAL NATURE AND COULD BE PREJUDICIAL TO FINANCIAL NEGOTIATIONS**            Action

*It was resolved to exclude the public from agenda item FPC45/20 under legislation in the Public Bodies (Admissions to Meetings) Act 1960 as proposed by Cllr Loughran, seconded by Cllr Veck and carried.*

**FPC 24/20**            **TO RESOLVE TO EXCLUDE THE PUBLIC FROM AGENDA ITEM FPC 46/20 UNDER LEGISLATION IN THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 AS THE BUSINESS BEING DISCUSSED IS IN RELATION TO STAFF EMPLOYMENT CONTRACTS WHICH ARE OF A CONFIDENTIAL NATURE.**            Action

*It was resolved to exclude the public from agenda item FPC46/20 under legislation in the Public Bodies (Admissions to Meetings) Act 1960 as proposed by Cllr Loughran, seconded by Cllr Veck and carried.*

**FPC 25/20**            **TO RECEIVE ANY DECLARATIONS OF INTEREST RELATED TO SUBSEQUENT AGENDA ITEMS**

Cllr Izard declared he is the honorary Vice-President of Colden Common and Otterbourne Cricket Club

**FPC  
26/20**      **TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE  
FULL PARISH COUNCIL HELD ON THE 18<sup>TH</sup> MAY 2020**

*The minutes of the Parish Council Meeting held on 18<sup>th</sup> May 2020 having been circulated, were considered and it was resolved that the minutes were an accurate record of the meeting, proposed by Cllr Hill, seconded by Cllr Pearson, and carried.*

**FPC  
27/20**      **TO RECEIVE ANY QUESTIONS FROM MEMBERS OF THE PUBLIC  
RELATING TO ANY MATTERS ON THE AGENDA, OR ASK ANY  
QUESTIONS TO DISTRICT AND COUNTY COUNCILLORS**

There were no questions asked.

**FPC  
28/20**      **TO RECEIVE UPDATES FROM THE ELECTED DISTRICT AND  
COUNTY COUNCILLORS**

**Cllr Bronk** - prepared a report in advance of the meeting which is attached to these minutes.

Cllr Bronk added that there have been articles in local news regarding EBC accepting to proactively stop the development in the areas of the Local Plan. Cllr Izard added to this that the link road has been removed from the EBC Plan. WCC have already acknowledged a provision for a link road does not need be made by WCC because EBC have removed the link road from their plan.

Cllr Bronk encouraged Cllrs and residents to get involved in forthcoming meetings to be held by WCC for their Local Plan.

Cllr Bronk confirmed that he has not received an update from Cllr Porter regarding Stratton's Copse woodland.

**Cllr Cook** – added to Cllr Bronk's report that WCC Cllrs were invited to a biodiversity presentation, the slides of which will be distributed to Parish Councils.

Cllr Cook has also raised concerns to WCC regarding the new leisure centre regarding insufficient parking facilities for electric cars and insufficient bicycle parking bays.

Cllr Cook is also dealing with Taylor Wimpey site as residents in Glen Park have blocked gullies caused by overhanging vegetation from the Sandyfields development.

Cllr Cook also informed those present that she has concerns over the upcoming changes to green garden bag rubbish, which will be replaced with chargeable upright bins, to be priced at £39 and £59 per year for a larger bin, the bins would be collected fortnightly and residents are able to share bins between households.

Discussions were held amongst Parish and District Cllrs about the changes, with Parish Cllrs frustrated by several points: mainly that they felt these proposed charges had not been consulted on with District-wide residents, charging annually for a service that was previously free and concerns over storage issues of having yet another bin.

Cllr Bronk informed everyone that the changes were part of the larger cost-saving consultation WCC held last year. It costs WCC £900,000 per year to collect garden waste because WCC is not a unitary authority and has to pay HCC for this service.

The Clerk confirmed the cost-saving consultation was distributed to the village via the information system which did sign-post village residents that introducing an annual charge for garden waste collection was a possibility and encouraged residents to reply to the consultation on this and several other points.

There will be no further consultation, the changes will be implemented in February 2021. Cllr Bronk agreed to feedback the responses from Parish Cllrs to WCC, and also the suggestions of 1 central garden waste disposal bin in the village; something which is done in Europe.

**FPC**                    **TO RECEIVE A CLERK'S UPDATE (FOR INFORMATION ONLY)**  
**29/20**

Huge amount of tree works have taken place at Colden Common Park woodland. The Council has received a comment (not complaint) that it looks quite bare. Another tree surgeon is carrying out more tree survey work at the Recreation Ground on Tue 7<sup>th</sup> July and will also work on footpath 11 if time permits.

The Clerk has delivered 20 letters to residents regarding fly tipping at Church Pond and on footpath number 11.

The plea to village groups to help drum up support for the VDS has produced some new replies to the consultation.

**FPC**                    **TO RECEIVE THE MINUTES FROM THE PLANNING COMMITTEE**  
**30/20**                    **MEETINGS HELD ON THE 20<sup>TH</sup> MAY AND 17<sup>TH</sup> JUNE 2020 (FOR**  
**INFORMATION ONLY)**

Cllr Hill reported on the main points of the meetings held on the 20<sup>th</sup> May and 17<sup>th</sup> June, the minutes of which are available on the Parish website.

The Clerk provided further updates to these minutes:

The Freeholder has written to Coop to request them to fix the 2 broken lights outside the coop as it is a requirement of their lease.

The planning committee requested a TPOs to be considered for the rear gardens to properties in Vears Lane. The WCC Tree Officer has replied which seems to discount the request. The Clerk is to ask specifically about the protection the oaks.

The application to remove a clause on planning conditions for 170 Main Road have been rejected by WCC Planning Committee.

**FPC  
31/20**      **TO RECEIVE A RECOMMENDATION FROM THE PLANNING COMMITTEE TO ADOPT THE COMMITTEE'S AMENDED TERMS OF REFERENCE**

*It was resolved to accept a recommendation from the Planning Committee to adopt the Committee's amended terms of reference as proposed by Cllr Izard, seconded by Cllr Boyes and carried.*

**FPC  
32/20**      **TO RECEIVE THE MINUTES FROM THE POLICY, PROCEDURES AND STAFFING COMMITTEE MEETING HELD ON THE 10<sup>TH</sup> JUNE 2020 (FOR INFORMATION ONLY)**

Cllr Hill reported on the main points of the meeting held on the 10<sup>th</sup> June, the minutes of which are available on the Parish website.

**FPC  
33/20**      **TO RECEIVE A RECOMMENDATION FROM THE POLICY, PROCEDURES AND STAFFING COMMITTEE TO ACCEPT AN AMENDMENT TO THE COMMUNICATION AND SOCIAL MEDIA POLICY TO COVER THE PROCESS FOR COUNCILLORS TO REPRESENT THE PARISH COUNCIL AT EXTERNAL MEETINGS**

*It was resolved to accept a recommendation from the Policy, Procedures and Staffing Committee to accept an amendment to the Communication and Social Media Policy to cover the process for Councillors to represent the Parish Council at external meetings, as proposed by Cllr Hill, seconded by Cllr Pearson and carried.*

**FPC  
34/20**      **TO RECEIVE A RECOMMENDATION FROM THE POLICY, PROCEDURES AND STAFFING COMMITTEE TO ADOPT THE COMMITTEE'S AMENDED TERMS OF REFERENCE**

*It was resolved to accept a recommendation from the Policy, Procedures and Staffing Committee to adopt the Committee's amended terms of reference as proposed by Cllr Hill, seconded by Cllr Izard and carried.*

**FPC  
35/20**      **TO RECEIVE THE MINUTES FROM THE RECREATION COMMITTEE MEETINGS HELD ON THE 26<sup>TH</sup> MAY AND 29<sup>TH</sup> JUNE 2020 (FOR INFORMATION ONLY)**

Cllr Veck reported on the main points of the meetings held on the 26<sup>th</sup> May and 29<sup>th</sup> June, the minutes of which are available on the Parish website.

**FPC  
36/20**      **TO RECEIVE A RECOMMENDATION FROM THE RECREATION COMMITTEE TO MAKE A GRANT PAYMENT TO COLDEN COMMON AND OTTERBOURNE CRICKET CLUB TO MATCH FUND THE COST OF CUTTING THE CRICKET SQUARE TO A MAXIMUM OF £150**

*It was resolved to receive a recommendation from the Recreation Committee to make a grant payment to Colden Common and Otterbourne Cricket Club to match fund the cost of cutting the Cricket Square to a maximum of £150, as proposed by Cllr Veck, seconded by Cllr Hill and carried with abstention by Cllr Izard.*

**FPC 37/20**      **TO RECEIVE A RECOMMENDATION FROM THE RECREATION COMMITTEE TO ADOPT THE COMMITTEE'S AMENDED TERMS OF REFERENCE**

*It was resolved to accept a recommendation from the Recreation Committee to adopt the Committee's amended terms of reference as proposed by Cllr Veck, seconded by Cllr Boyes and carried.*

**FPC 38/20**      **TO REVIEW THE DRAFT MEETING SCHEDULE FOR COUNCIL COMMITTEE MEETINGS**

The draft meeting schedule was briefly discussed and accepted.

**FPC 39/20**      **TO CONSIDER A REQUEST TO HOLD A POP-UP SHOP AND A VINTAGE FOOD TRUCK IN THE CORNER OF THE CCCC CAR PARK AND AGREE THE TERMS**

The Clerk has received several requests for businesses to use a section of the car park to hold a stall for a variety of trades. The Clerk asked Cllrs for their views on the requests. After discussing issues over local versus non-local businesses, and not-for-profit/charity versus businesses selling for profit, the Cllrs felt it was not possible to agree to these requests until a formal policy was in place and consulted on.

*It was resolved to turn down requests for any business to use the carpark until a formal policy has been written and adopted by the Parish Council, as proposed by Cllr Izard, seconded by Cllr Wilks and carried.* Clerk/  
Cllr Hill

It was agreed the Clerk will discuss with the local resident who has been using the car park to provide free bike-servicing, whether there is any intention to hold further drop-in sessions in the next few months before the policy is finalised. Clerk

**FPC 40/20**      **TO AGREE THE TERMS OF REFERENCE FOR THE WORKING PARTY WHICH WILL WORK TOWARDS FORMULATING A 5-YEAR STRATEGIC PLAN FOR COLDEN COMMON PARISH COUNCIL, FOR CONSULTATION WITH THE RESIDENTS AND FINAL APPROVAL BY THE FULL COUNCIL**

The Clerk had circulated the terms of reference via email prior to the meeting. With Huw Comerford having resigned as a Councillor, there is space on the working party and Cllr Hill expressed interested in joining the working party.

Cllrs agreed Cllr Veck's project management experience would make him the ideal candidate to lead the working party.

*It was resolved to agree the terms of reference for the Working Party which will work towards formulating a 5-year strategic plan for Colden Common Parish Council, as proposed by Cllr Veck, seconded by Cllr Pearson and carried.*

**FPC 41/20** **TO REVIEW THE BANK MANDATE FOR LLOYDS BANK AND REDWOOD BANK AND AGREE CHANGES TO THE SIGNATORIES.**

Cllr Crosthwaite to be added to Nationwide and Redwood bank mandates in place of Steve Badham.

Cllrs Crosthwaite and Battle to be added to the Lloyds bank mandate, with Huw Comerford removed from the mandate.

*It was resolved to agree the above changes to signatories for the bank mandate for Nationwide, Lloyds Bank and Redwood Bank, as proposed by Cllr Izard, seconded by Cllr Pearson and carried.*

**FPC 42/20** **COUNCILLORS INFORMATION AND QUESTION TIME**

Cllr Loughran – gave a brief update on the CCCA as it stands at moment. Richard Saunders has stood down as Chair of the Trustees but has indicated he will continue as a Trustee. There are a few new possible Trustees but cannot hold the AGM at moment so these Trustees cannot be appointed. The AGM will be held in late September. The Centre will re-open to hirers in September.

**FPC 43/20** **TO RAISE ANY ITEMS FOR THE NEXT AGENDA**

No matters were raised.

**FPC 44/20** **TO APPROVE ACCOUNTS FOR PAYMENT BY COLDEN COMMON PARISH COUNCIL FOR APRIL, MAY AND JUNE (RETROSPECTIVELY) AND JULY**

*It was resolved to approve accounts for payment by Colden Common Parish Council for April, May, June (retrospectively) and July, as proposed by Cllr Wilks, seconded by Cllr Izard and carried.*

**FPC 45/20** **TO RESOLVE TO EXCLUDE THE PUBLIC FROM AGENDA ITEM TO CLOSE THE MEETING TO THE PUBLIC FOR THE CONFIDENTIAL AGENDA ITEM AS RESOLVED IN ITEM FPC 45/20**

Action

**TO CONSIDER THE PARISH COUNCIL TAKING OWNERSHIP OF STRATTON / CHALK DELL COPSE, AND IF APPROPRIATE AGREE THE MINIMUM FINANCIAL CONTRIBUTION THROUGH INCOME FROM MOBILE PHONE MASTS, COMMUTED SUMS OR OTHER CONDITIONS OF TRANSFER AND DELEGATE AUTHORITY TO THE CLERK TO PROCEED ON THESE TERMS.**

No matters were discussed in relation to this agenda item as no update has been received.



FPC  
46/20

TO CLOSE THE MEETING TO THE PUBLIC FOR THE  
CONFIDENTIAL AGENDA ITEM AS RESOLVED IN ITEM FPC 46/20

Action

TO RECEIVE A RECOMMENDATION FROM THE POLICY AND  
PROCEDURES COMMITTEE TO APPROVE STAFF CONTRACTUAL  
AND NON-CONTRACTUAL CHANGES TO THE CONDITIONS OF  
THEIR EMPLOYMENT

This item is contained in a confidential minute

### Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Colden Common Parish Council – HA0066**

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

#### 3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

Date

30/07/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

|                           |                          |
|---------------------------|--------------------------|
| <b>Terms of Reference</b> | <b>Finance Committee</b> |
|---------------------------|--------------------------|

| <b>Summary of Revisions Made</b>                             | <b>Version</b> | <b>Date</b>                    |
|--|----------------|--------------------------------|
| Draft Terms of reference F&A Committee                       | 1.00           | 9 <sup>th</sup> October 2013   |
| Revised terms of reference pending adoption by FPC           | 2.00           | 10 <sup>th</sup> October 2013  |
| Presented for adoption to FPC                                | 2.00           | 6 <sup>th</sup> November 2013  |
| Draft for consideration                                      | 3.00           | 5 <sup>th</sup> July 2018      |
| Adopted by Full Parish Council                               | 4.00           | 3 <sup>rd</sup> September 2018 |
| Revised terms of reference to be considered by the Committee | 5.00           | 3 <sup>rd</sup> August 2020    |
| Recommended for adoption by the Full Council                 | 5.00           | 3 <sup>rd</sup> August 2020    |

### **Purpose**

The Finance Committee is constituted to manage matters in relation to the Parish Councils finance, internal control and risk management.

### **Membership**

The Committee is constituted as a Standing Committee of Colden Common Parish Council.

Membership will be confirmed at the Annual Parish Meeting in May.

The Committee composition shall comprise of a minimum of six\* Councillors as voting members. The Chair and Vice Chair will be ex-officio members of the Committee.

### **Chairman**

The Chairman and Vice-Chairman to be elected annually by the Committee.

The Chairman shall have the casting vote in the case of an equality of votes and may exercise his casting vote whether or not he gave an original vote.

### **Meetings**

Meeting will normally take place every quarter.

### **Delegated authority to the Clerk**

All correspondence shall be conducted through the Clerk of the Parish Council.

To manage any matters which has are an adopted policy, will be dealt with by the Clerk in accordance to said policy.

The Committee has delegated to the Clerk and Assistant Clerk to place orders for works and services within the limitations of the approved annual budget of the committee and include the authority to vire funds within the Finance Committee budget. This does not extend to funds earmarked for projects.

### **Delegated authority to the Committee**

To ensure adequate financial controls are in place to utilise and protect the Council's finances assets and reserves – to include insurance of buildings and property and maintenance of asset register.

- (a) To ensure that finances and reserves are managed in line with the Council's Financial Regulations and standing orders.
- (b) To monitor and effect compliance with required internal and external audit and other financial procedures, regulations and statutes.
- (c) To monitor and where appropriate recommend purchase of all assets.
- (d) To advise on financial provision for future agreed projects.
- (e) To review and recommend an active policy for the best use and upkeep of the Council's property and resources.
- (f) To monitor the Council's financial risk assessments and recommend changes where necessary.
- (g) To receive the budget monitoring report on behalf of the Council
- (h) To approve the Parish Council insurance cover and agree items that are self-insured.

Advise the other council committees on budget guidelines and due date that draft budgets are required to review by the Finance Committee, and consider costs and recommend to the electorate in preparation of annual precept requirements

The Committee is tasked with preparing a budget for the Finance and Administration Committee each financial year and submitting the budget for approval to the Full Council Meeting no later than January each year.

To ensure reserves are managed in accordance with adopted policy

To monitor use of Community Infrastructure Funds and monitor ring fences levels.

To prepare, review, monitor and amend the Council's Byelaws and recommend accordingly.

Committee has delegated powers in all legal matters pertaining to insurance claims, insurance cover, contracts, debt recovery and financial systems and processes.

The Committee has delegated powers in relation to disposal of any non-building or land assets, which have an asset value of under £500, and is non functioning and not economical to repair

Making investments on behalf of the Council.

Recommending to the Full Parish Council as required, the borrowing of funds and making the appropriate Loan Sanction applications.

To consider all legislative matters, regulations and guidance and where appropriate, refer such matters to the appropriate Committee of the Council. To consider new and proposed legislation, including consultation documents and views expressed by individuals or organisations, to respond accordingly. To make representations to amend or abolish existing legislation, if necessary, to undertake consultation on such matters.

To prepare, review, monitor and amend the Council's Standing Orders and Financial regulations and recommend them to the Parish Council accordingly.

To prepare, reviews and recommend the Annual return and end of year financial statements and recommend them to the Parish Council accordingly

Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to members of the Parish Council.

**Matters for the Full Parish Council only**

All agendas will be distributed to the Full Council and any two Parish Councillors may request any application be deferred for a meeting of the Full Parish Council for determination.

Approval of the final budget and resulting precept.

Approval of the financial regulations and standing orders.

Approval of the Annual Governance and Accountability Return

Agreement to borrow funds.

Disposal of any land or building assets.

Agreement of any long-term leases.

Approval of signatories and bank mandates

Final approval of any grant awards