



SHERBURN IN ELMET PARISH COUNCIL

DRAFT Minutes of the SEPC Finance and Governance Committee meeting held Monday 25 July 2022 at 7.15pm in Eversley Park Centre, Sherburn in Element.

Present: Councillor Peter Baumann, Councillor Mario Redhead, Councillor Bob Packham, Councillor Sarah Bradder and Councillor Alex Tant-Brown

In attendance:

Nicola Moorcroft (Locum Clerk) via MS Teams

Item 1 FGC/July 2022	Apologies: a. To receive and note apologies for absence. None received; all Committee members present at this meeting. b. To consider reasons for absence received There were none; all Committee members present at this meeting.
Item 2 FGC/July 2022	Declarations of Interest: a. To receive any declarations of interests from Members Councillor Packham declared a personal interest in Item 6 (a) and took no part in the consideration or voting of this item of business. b. To consider any dispensation requests received None received
Item 3 FGC/July 2022	Election of Committee Chairman: a. To approve election of Chairman to SEPC Finance and Governance Committee for the ensuing civic year. RESOLVED: That Councillor Peter Baumann be appointed as Chairman of SEPC Finance and Governance Committee for ensuing Civic Year

	<p><i>b. To approve election of Vice Chairman to SEPC Finance and Governance Committee for the ensuing civic year.</i></p> <p>RESOLVED:</p> <p>That Councillor Alex Tant-Brown be appointed as Vice Chairman of SEPC Finance and Governance Committee for the ensuing Civic Year</p>
<p>Item 4 FGC/July 2022</p>	<p>Public session:</p> <p>There were no members of the public present at this meeting.</p>
<p>Item 5 FGC/July 2022</p>	<p>SEPC Policy review:</p> <p>To review and adopt the following SEPC Policy documents:</p> <p><i>a. SEPC Standing Orders</i></p> <p>NALC Model Standing Orders were circulated to all Committee members prior to this meeting.</p> <p>RESOLVED:</p> <p>That the model be tailored to meet the needs of SEPC.</p> <p>That the amended model be adopted by SEPC</p> <p><i>b. SEPC Financial Regulations</i></p> <p>NALC Model Financial Regulations were circulated to all Committee members prior to this meeting.</p> <p>RESOLVED:</p> <p>That the model be tailored to meet the needs of SEPC.</p> <p>That the amended model be adopted by SEPC</p> <p><i>c. SEPC Internal Controls Policy</i></p> <p>A list of suggested internal controls were circulated to all Committee members prior to this meeting.</p> <p>RESOLVED:</p> <p>That these be incorporated into the SEPC Financial Regulations (see 6 item (b) above)</p>

	<p>d. SEPC Annual Audit Plan</p> <p>A draft Annual Audit Plan was circulated to all Committee members prior to this meeting.</p> <p>RESOLVED:</p> <p>That SEPC Annual Audit Plan be adopted.</p> <p>That the SEPC Annual Audit Plan be read in conjunction with SEPC Financial Regulations.</p> <p>e. SEPC Complaints Procedure</p> <p>A draft SEPC Complaints Policy and Procedure was circulated to all Committee members prior to this meeting.</p> <p>RESOLVED:</p> <p>That the SEPC Complaints Policy and Procedure be adopted.</p> <p>f. SEPC Grant awarding procedure, application form and monitoring documentation.</p> <p>The following documents were circulated to all Committee Members prior to this meeting:</p> <p>Grant awarding policy and application form Grant approval/funds release document Grant evaluation document.</p> <p>RESOLVED:</p> <p>That:</p> <ul style="list-style-type: none"> • All documentation is amended and simplified • Grant awarding policy is displayed as a separate document to the grant application form. • All documentation, as amended, is adopted by SEPC.
<p>Item 6 FGC/July 2022</p>	<p>RFO Report/Financial matters:</p> <p>a. To consider grant application from Sherburn Community Trust</p> <p>RESOLVED:</p> <p>That, by virtue of s.19 of the Local Government (Miscellaneous Provisions) Act 1976, a grant to the sum of £2000 is awarded to Sherburn in Elmet Community Trust, to support resilience for its recreational provision.</p>

	<p><i>b. To consider a grant application from Sherburn Bowling Club</i></p> <p>RESOLVED:</p> <p>That a Representative from Sherburn Bowling Club be invited to the next meeting of SEPC Finance and Governance Committee to provide further information and answer queries related to this application.</p> <p><i>c. To consider potential funding for Picnic in the Park-style event</i></p> <p>RESOLVED:</p> <p>That this Committee recommends the hosting of such an event with the funding offered, to the SEPC Asset Management and Events Committee</p> <p>That the SEPC Asset Management and Events Committee consider hosting of this event, associated funding and potential involvement to non-council members, at its meeting to be held Monday 1 August 2022.</p>
<p>Item 7 FGC/July 2022</p>	<p>Next meeting:</p> <p>To confirm date, time and venue for next meeting of SEPC Finance and Governance Committee.</p> <p>RESOLVED:</p> <p>That the next meeting of Sherburn in Elmet Parish Council Personnel Committee is Monday 22 August 2022 at 7.15pm</p>

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