



FARNSFIELD PARISH COUNCIL

Approved Minutes of a meeting of the Finance, Risk and Staffing Management Committee (FRSM) of Farnsfield Parish Council held at 8pm on Wednesday 12 April 2017 in the Library Annex, The Village Centre, New Hill, Farnsfield.

Present: Cllrs. Woods(chair), Selby, Wright, Waterfield, Clarke, Rachel Waterfield(clerk)

Cllr. Woods opened the meeting at 8pm

17.1 Apologies for absence:
Cllrs. Healy and Hamilton.

17.2 Declarations of interest:
None.

Cllr. Woods suspended standing orders at 8.01pm

17.3 Public open session:
No representations.

Cllr. Woods reinstated standing orders at 8.02pm

17.4 Confirmation of the minutes of 15 March 2017:
Confirmed,

17.5 Actions from the March 2017 Committee meeting:

17.5.1 Review of FPC Financial Regulations and Standing Orders (on file)

Actions: Councillors will review and submit any comments to the clerk before 21st April 2017. The Clerk will redraft the documents and submit to the April PCM for approval by Council.

17.5.2 Review of refuse collection and disposal budget. (on file)

A review of refuse collection and disposal has been undertaken by the Clerk and savings achieved. **Action.** The clerk will reconcile the budget amount allocated with other budget headings for refuse collection and adjust accordingly. Review in 12 months. Report to full Council at 25th April PCM.

17.5.3 Review of policies and procedures arising from the DDA.

No policy on file.

Action: The clerk will draft a policy and present at the May FRSM Committee.

17.5.4 Review of staffing policies and procedures.

Cllr. Woods reported that he, Cllr. Selby and the Clerk had met to review the policies and procedures. They identified that:

- Contracts will need reviewing in April
- Job descriptions will need reviewing in April
- Salaries will need reviewing in April
- Training needs will need reviewing in April
- Risk Assessments will need reviewing in April

Action: A meeting has been arranged for 9.30am on Tuesday 18th April to address these issues.

17.5.5 Review of the FPC risk assessment document. (on file)

Action. Cllr. Woods and the clerk will meet to review the document and report back to the May FRSM Committee meeting.

17.6 Finance:

17.6.1 Selection of 2 invoices from March 2017 payments for review by the Committee.

Action: Cllr. Clarke will meet with the Clerk to review 2 invoices on Wednesday 19th April at 9am. Cllr. Woods will prepare a proforma for this purpose.

17.6.2 Selection of 1 budget head for review by the Committee.

It was agreed that there will be a review of banking options to see if a cheaper or nil cost option is available without loss of service.

Action: The Clerk will prepare a report and present to the FRSM Committee at the May meeting.

17.6.3 Retention of FPC Management Support Services.

The FRSM Committee resolved unanimously to retain FPC Management Support Services for six months. Review in October 2017.

17.6.4 Financing of the Barrister's fees for the Mansfield Road Appeal.

The FRSM Committee resolved unanimously to draw on reserves to pay for the Barrister's fees in relation to the Mansfield Road planning application Appeal.

17.6.5 Public Works Loan Board repayments (report on file)

The FRSM Committee resolved unanimously to approve the use of reserves to address the 2017/18 shortfall in the annual budget with the recommendation of a precept increase from 2018/19 to address this shortfall in future years and to restore the reserves once the major loan has been repaid. Council will seek to make in year savings to limit the impact of any precept increase

Action: The clerk will put on the agenda for the April PCM

17.7 Staffing

17.7.1 Review of Clerk Job Description.

17.7.2 Review of Village Warden Job Description.

17.7.3 Review of Booking Clerk Job Description.

17.7.4 Review of VC Cleaner Job Description.

The clerk presented draft job descriptions to the FRSM Committee (on file)

Actions: Any comments on these to be communicated to the Clerk prior to the Tuesday 18th April meeting when they will be reviewed by Cllrs. Woods and Selby.

Cllr. Woods closed the meeting at: 9pm.



FARNSFIELD PARISH COUNCIL

Approved minutes of a meeting of the Finance, Risk and Staffing Management Committee(FRSM) of Farnsfield Parish Council held at 8pm on Wednesday 10th May in the Library Annex, The Village Centre, New Hill, Farnsfield.

Present: Cllrs. Woods(chair), Clarke, Selby, Waterfield, Healy, Wright, Rachel Waterfield(clerk)

2 members of the public were also in attendance

Cllr. Woods opened the meeting at 8pm

17.8 Apologies for absence

None received

17.9 Declarations of interest

None

Cllr. Woods suspended standing orders at 8.01pm

17.10 Public open session

No public involvement

Cllr. Woods reinstated standing orders at 8.01pm

17.11 Actions from the minutes from minutes of 12th April 2017

17.11.1 Review of FPC Financial Regulations.

The draft Financial Regulations were discussed. (on file)

The Committee resolved unanimously to incorporate the amendments and circulate to the committee prior to carrying them forward to the full Council in May for adoption.

Action: Clerk to put on the agenda for the May PCM

17.11.2 Review of FPC Standing orders

The draft Standing Orders were discussed. (on file)

The Committee resolved unanimously to incorporate the amendments and circulate to the committee prior to carrying them forward to the full Council in May for adoption.

Action: Clerk to put on the agenda for the May PCM

17.11.3 Review of FPC DDA draft policy

This item was carried forward to the June FRSMC meeting

17.11.4 Report from review of Risk Assessment document

Cllr. Woods presented the FPC Risk Management report. (on file)

The committee unanimously adopted the resolution to acknowledge the report and that the Clerk and the Chair bring the completed review to its June Meeting.

Action: Clerk to put on the agenda for the June Meeting

17.11.5 Review of March 2017 invoices

Cllr. Clarke reviewed two invoices which were found to comply with FPC Financial Regulations. (on file)

17.11.6 Report of FPC banking options for 2017/18 financial year

The Clerk prepared a report on FPC banking options. (on file) It was agreed that the clerk would review the Cooperative bank terms and conditions and present at the June meeting.

Actions: Clerk to prepare a report on the cooperative bank terms of business for the June Meeting.

17.12 Finance

17.12.1 FPC Budget review 2017.18

The Clerk prepared a review of the Refuse Collection and disposal budget for 2017/18 (on file)

Action: review in 12 months' time.

17.12.2 Selection of 2 invoices from April 2017 bills for payment for review by committee

Action: Cllr. Hamilton will review the dog waste invoice and the annual street lighting invoice

17.12.3 Selection of 1 budget head for review by the committee

Action: Cllr. Waterfield will review the EON gas and electricity contracts.

17.12.4 Application from Farnstock for a grant.

The Clerk prepared a report for the committee. (on file)

The committee unanimously adopted the resolution to support Farnstock in this instance to the sum of £500. It will vary this sum from the maintenance budget and use S106 monies from the Millennium Woods and Wetlands project to replace the bench on the Acres.

Action: Cllr. Woods will prepare a report for the May PCM.

17.12.5 Review of Zurich Municipal quote for FPC insurance.

The clerk prepared a report for the committee (on file)

The committee unanimously adopted the resolution to renew Zurich Municipal Insurance cover for 2017/18 with a view to undertaking a full asset valuation by an independent insurance broker before 2018/19

Action; Cllr. Woods and the Clerk will arrange for an independent broker to undertake the review.

17.12.6 Review of Chubb Fire Contract and service agreement

Cllr. Woods presented a review of the Chubb Fire contract. (on file)

The committee unanimously adopted the resolution to source alternative suppliers of fire detection and alarm system, emergency lighting and fire extinguishing equipment service and maintenance contracts. It also unanimously adopted the resolution to produce a specification for the proposed contract to enable submission of comparable quotes, and invite quotes for the ongoing work

Action. Cllr. Woods will action this.

Cllr. Woods closed the meeting at 8.50pm.



FARNSFIELD PARISH COUNCIL

Approved minutes of a meeting of the Finance, Risk and Staffing Management Committee(FRSM) of Farnsfield Parish Council held at 8pm on Wednesday 14th June in the Library Annex, The Village Centre, New Hill, Farnsfield.

Present: Cllrs. Woods, Clarke, Wright. McDowall, Healy, Waterfield, Rachel Waterfield and 1 member of the public

Cllr Woods opened the meeting at 8.05

17.13 Apologies for absence

Cllr. Hamilton

17.14 Declarations of interest

None

Cllr. Woods suspended standing orders at 8.07

17.15 Public open session

None

Cllr. Woods reinstated standing orders at 8.11

17.16 Matters arising from May 2017 minutes

None

17.17 Finance

17.17.1 April Bills for payment review report

Cllr. Hamilton reviewed two invoices which were found to comply with FPC Financial Regulations.

17.17.2 Selection of 2 invoices from May 2017 bills for payment for review by the committee

Action: Cllr. Waterfield will review the Newark Home Services Invoice and the Viking Direct Invoice

17.17.3 Review of Gas and Electricity Supply Contract Report

Report on file.

17.17.4 Selection of 1 budget head for review by the committee

Action: Cllr. Clarke will review the Church yard upkeep Budget

17.17.5 Report on the Cooperative Bank Terms and Conditions compared to Unity Trust Bank (report attached)

A resolution to change from Unity Trust Bank to Co-operative bank was carried unanimously by the committee.

17.18 Risk

17.18.1 Review and acceptance of the Risk Management policy(attached)

A resolution to adopt the Risk Management Policy was carried unanimously

Action: Cllr. Woods will submit a resolution to the June PCM

Cllr Woods closed the meeting at 8.25pm

Agenda item 17.17.3

Renewal of Electricity contract for the Village Centre and the floodlights at Wilsons field

FPC uses EON to supply gas and electricity to the VC, electricity to the Floodlights at Wilson's Field and electricity at the Football Pavilion.

We are billed for each separately. The annual renewal for electricity at the Village Centre and Wilson's Field is due now.

Eon have offered a fixed rate one year contract payable by monthly DD which is their cheapest method of payment.

The standing charge for both sites is 27p per day.

The VC supply is charged at a 'mid plus' rate which is 12.26pkh. There is also a 7% reduction on each bill if we pay by monthly DD.

The floodlights are charged at a 'small 'rate. If it were a stand alone bill this would be 18.64pkwh but as we have the VC account also this is reduced to 12.42pkw. There is also a 7% reduction on each bill if we pay by monthly DD.

The electricity supplied at the Pavilion is also charged at a 'small 'rate. If it were a stand alone bill this would be 18.64pkwh but as we have the VC account also this is reduced to 12.42pkw. There is also a 7% reduction on each bill if we pay by monthly DD.

The VC and floodlights renewal date is 7th July 2017 and the Pavilion is 16th October 2017.

I have reviewed compare the market .com and there is no other supplier who could offer a better rate.

On the information, available I would recommend that Committee agree to continue with EON for the next term of each of the above contracts and review again in 12 months time.

The Gas contract for the VC is due for renewal on 12th December.

Rachel Waterfield. 9/6/2017

Agenda Item: 17.17.5Comparison of Unity Trust Bank and Co-operative Bank.

	Fee	Credit/debit
Unity Trust Bank	£6.00 per month	15p
Co-operative Bank	Free 18mts then £5 per month	Free 18 mts then 25p

Cooperative Bank: FPC can use the post office in Farnsfield to deposit cash and cheques

Unity Trust Bank: Nat West in Southwell is due to close and then FPC will have to travel to Newark or Southwell to deposit Cash/cheques

Considering the information above I would recommend changing FPC Banking to the Co-operative Bank

Rachel Waterfield. 9/6/2017



FARNFIELD PARISH COUNCIL

Approved minutes of a meeting of the Finance, Risk and Staffing Management Committee (FRSM) of Farnsfield Parish Council held at 8pm on Wednesday 12th July in the Library Annex, The Village Centre, New Hill, Farnsfield.

Present: Cllrs. Woods, Clarke, Selby, Waterfield, Wright, Rachel Waterfield (Clerk)

Cllr. Woods opened the meeting at 8pm

17.19 Apologies for absence

Cllrs. Hamilton and Healy.

17.20 Declarations of interest

None.

Cllr. Woods suspended standing orders at 8pm

17.21 Public open session

No members of the public were present at the meeting.

Cllr. Woods reinstated standing orders at 8.01pm

17.22 Finance

17.22.1 Review of the Newark Home Services Invoice and the Viking Direct Invoice

Cllr. Waterfield reviewed both invoices, which were in line with FPC Financial Regulations.

17.22.2 Review of the Church Yard Upkeep Budget

Cllr. Clarke reviewed the Churchyard Upkeep Budget. Following her review it was agreed to reduce the allocation to £500 in the 2018/19 Budget.

17.22.3 Selection of 2 invoices from April 2017 bills for payment for review by the committee

Cllr. Selby will review two invoices from the June bills for payment.

17.22.4 Selection of 1 budget head for review by the committee

Cllr. Woods will review the Brodex Legionella Budget.

17.22.5 Review of the email hosting contract and replacement of the WIFI at the VC

The FRSM Committee resolved unanimously to renew the email hosting contract with Mr. Baguley and approve the upgrading of the WIFI at the Village centre as part of the refurbishment project.

17.22.6 Presentation and scrutiny of the June 2017 Accounts

The Clerk presented June 2017 Accounts for scrutiny. They will be presented to full Council at the July PCM.

17.23 Risk

17.23.1 Formation of a joint Budget and Precept Review Working Party

The FRSM Committee resolved unanimously to appoint Cllrs Clarke, Selby, Wright and Woods to a joint Budget and Precept Working Party.

17.23.2 Review of the Fire Systems Maintenance Quotes

The FRSM Committee resolved unanimously to end the fire systems maintenance contract with Chubb and enter into a new annual contract with O'Heap Fire.

Cllr. Woods closed the meeting at 9pm



FARNSFIELD PARISH COUNCIL

Approved Minutes of a meeting of the Finance, Risk and Staffing Management Committee(FRSM) of Farnsfield Parish Council held at 8pm on Wednesday 11th October 2017 in the Library, The Village Centre, New Hill, Farnsfield.

Present: Cllrs. Woods (chair), Wright, Clarke, Selby, Healy, Waterfield, Johnson, Frost and Rachel Waterfield (clerk)

2 members of the public were in attendance.

Cllr. Woods opened the meeting at 8.00pm.

17.24 Apologies for absence

Cllr. Doherty.

17.25 Declarations of interest

Cllr. Healy. Non- pecuniary interest in agenda item 17.30.4

Cllr. Johnson. Non- pecuniary interest in agenda item 17.30.4

Cllr. Wright. Non- pecuniary interest in agenda item 17.30.4

Cllr. Woods suspended standing orders at 8.06pm.

17.26 Public open session

No Representations.

Cllr. Woods reinstated standing orders at 8.06pm.

17.27 Actions from the July 2017 meeting

No invoices reviewed

17.28 Review of the Draft Disability Policy and Procedure

Attached.

The FRSMC resolved unanimously to adopt the Draft Disability Policy and Procedure.

17.29 Selection of the contractor for legionella management

3 Quotes attached.

The FRSMC resolved unanimously to award AKVO the legionella contract.

17.30 Finance

17.30.1 Presentation of the September 2017 Accounts

The clerk presented the September accounts. They will be approved at the October PCM.

17.30.2 Letter from cooperative Bank

Cooperative bank has rejected FPC application for a bank account as they do not have an appropriate product for Parish Councils.

The FRSMC resolved unanimously to continue banking with Unity Trust Bank and review annually.

17.30.3 Grant Request from St. Michaels Church towards the footpaths within the grounds

Attached.

The FRSMC resolved unanimously that the request could not be supported due to budget constraints.

Action: The Clerk will write to Mr. Illingworth explaining that the budget will not allow further allocation of grants this financial year but there will be a facility for grants and an application policy in next year's budget.

17.30.4 Review of the Community Grant Application from Farnsfield Tennis Club

Application on file.

The application was discussed as was the possibility of addressing this and any potential bids from the bowls club in a single scheme to include car parking.

Cllr Woods proposed a resolution to review the site and draw up a possible plan for the whole site to include improved and accessible car parking. These plans will be presented to the December PCM

The FRSMC resolved to accept this resolution with one objection.

17.30.5 Review of the Community Grant Application from Farnsfield Cricket Club

The £5000.00 grant will be paid to the Cricket Club as per previous resolution now the works have been completed.

17.30.6 Selection of 2 invoices from September 2017 bills for payment for review by the committee
Cllr. Selby will review two invoices from September.

17.30.7 Selection of 1 budget head for review by the committee
The BT telephone and broadband contract will be reviewed as it is due for renewal.

17.32 Risk

17.32.1 Risk review

Cllrs. Agreed to review the risk assessment document presented before the November FRSMC Meeting.

Cllr. woods closed the meeting at 9.02 pm

The next meeting will be at 8pm on Wednesday 8th November in the Library, The Village Centre, New Hill. NG228JN.

Appendix

Minute 17.28



Farnsfield Parish Council

Disability Policy and Procedures

Policy Statement:

FPC recognises its responsibilities and legal obligations in ensuring, as far as is reasonably possible, that people with disabilities are afforded equal opportunities with respect to employment and to accessing FPC Facilities and Services.

To this end, as a service provider, FPC will take reasonable steps to:

- develop procedures and practices that enable those with disabilities to make use of our facilities and services;
- provide auxiliary aids or services that will assist disabled people to use our facilities or services;

As an employer, FPC will take reasonable steps to ensure:

- recruitment processes and terms of employment do not discriminate for reasons related to disability;
- opportunities offered for training or other benefits are the same for all employees;
- a disabled person is not put at a disadvantage because of their disability (e.g. provide specialist equipment, reorganise the working environment).

Responsibilities:

Every FPC Employee and Councillor is encouraged to show consideration towards disabled colleagues, fellow Councillors and members of the public and to help implement this policy and related procedures. Discrimination on the grounds of disability will not be tolerated by FPC.

Procedures:

Access to FPC owned facilities and services

The accessibility of the facilities and services will be reviewed annually, and reasonable steps to improve accessibility will be taken. When identifying reasonable steps, the following will be considered:

- whether taking steps would be effective in overcoming the difficulty that disabled people face in gaining access to the facilities
- the extent to which it is practicable for FPC to take the steps;
- financial and other costs of making the adjustment;
- the amount of disruption caused by taking the steps;
- the extent of our financial and other resources;
- money already spent by FPC on adjustments;
- the availability of financial or other assistance.

Any changes will be incorporated into a plan, and into FPCs maintenance programme, where appropriate, and implemented according to a realistic timescale.

Examples of adaptations include:

- external and internal ramps;
- induction loop;
- large-print information or other alternative formats, on request
- refuge areas

Responsibilities to Employees:

Recruitment

- All person specifications, job descriptions and advertisements will clearly outline the genuine essential requirements of the post.
- All applicants will be assessed on their individual merits.
- Reasonable adjustments will be made in the recruitment and selection process, as required.
- The discussion of support requirements to enable an applicant with a disability to fulfil the duties of the post will take place after those involved in recruitment have taken the decision to appoint the applicant. The offer of employment to the applicant may be conditional on the nature of the disability and the reasonableness of any adjustments that may be required to be made.

Employment

- Training and development opportunities are offered equally to all employees.
- Reasonable adjustments that will help a disabled employee fulfil the functions of their position and avoid putting them at a disadvantage will be discussed with the employee and put into action.

See Appendix for Rationale.

Adopted

Minute

Chair signature

Review Date

Appendix.

Rational for the Policy and Procedures

Access to goods, premises and services

The two disability discrimination laws, the Disability Discrimination Act 1995 (DDA) and the Special Educational Needs and Disability (NI) Order 2005 (SEND0), give people with disabilities important rights not to be discriminated against:

- in accessing everyday goods and services like shops, cafés, banks, cinemas and places of worship
- in buying or renting land or property
- in accessing certain private facilities, such as those owned by private clubs (with 25 or more members)
- in accessing important social goods and services, such as healthcare, housing, education and transport
- in relation to how public bodies carry out some of their other functions, such as policing and the issuing of licences

Access to everyday services

The Disability Discrimination Act 1995 gives people with disabilities important rights to use and access services without being subjected to disability discrimination.

It imposes a duty on service providers to make reasonable adjustments to their policies, practices and premises and provide auxiliary aids to improve accessibility of services for disabled people.

. This includes services provided by local councils

<https://www.nidirect.gov.uk/articles/disabled-peoples-rights-everyday-life>

The focus on access into premises to enable disabled people to fully use a building needs to be matched with arrangements for their safe egress in the event of fire.

Fire-Safety-Law-The-Evacuation-of-Disabled-People-from-Buildings.pdf

The [Regulatory Reform \(Fire Safety\) Order 2005](#) gives a 'responsible person' a duty in law to provide a means of evacuation for people who are less mobile. This could mean, for example, that they're a wheelchair user, that they have a temporary condition such as a broken leg, have suffered a heart attack, or even be pregnant. The order requires that everyone should know what to do in the event of a fire. It also means that a 'PEEP', or Personal Emergency Evacuation Plan, should be developed for every individual who might have special needs when it comes to evacuation from the building.

Refuge areas

It is also advisable to arrange for 'refuge areas' in which people with impaired mobility can remain safe whilst evacuation is arranged – which is the responsibility of the 'responsible person', and not of the Fire and Rescue Services.

A refuge area needs to be:

- an enclosed area of fire-resisting construction
- capable of 30 minutes fire resistance
- large enough for a wheelchair to manoeuvre
- served by a safe

Carry-down in the person's own wheelchair

It is possible to move a person down a stairway in a number of ways using their own chair as an aid. Carry-down by two, three or four people can be done by holding the wheelchair at one of the fixed points situated in each corner of the wheelchair. The team then lifts the wheelchair and moves up or down the stairway. Many wheelchair users will be able to point this out. 4.4.3 Carry-down using an office chair This can be used when a person does not have a wheelchair that is suitable for carry-down, for example a large motorised chair. Any stable office chair can be used, although preferably it would be one with armrests. The carry-down is facilitated in the same way as when using a wheelchair.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/422202/9446_Means_of_Escape_v2_.pdf

Minute 17.29

Legionella testing.

AKVO

Usual annual cost: £240.00 exc VAT (2 visits by AKVO)

Initial year's cost £615.00 exc VAT (2 visits by AKVO, legionella risk assessment review, Log book). Excluded from this figure is 1 x 5 litre Showerhead Plus at £40.00 exc VAT.

We take our responsibilities with regard to health and safety while working at your site very seriously. To this end, working method statements / task risk assessments are supplied prior to carrying out all tasks on site.

To place your order or if you have any questions please contact me on 07773 335812 or jonathan.beresford@akvo.co.uk. Please note our terms and conditions for credit accounts are 30 days from date of invoice. We hope we can be of assistance and look forward to working with you. May I thank you again for your enquiry and trust we may be of service

Aspire.

info@aspireafetyandhealth.co.uk

Contact: Brett

Having spoken to Brett he states what is required is an initial risk assessment of both premises. He will provide a recoding file.

We will be responsible for temperature monitoring

We will be responsible for contacting a plumber if temps. Vary

£ 110 for initial risk assessment

No ongoing contract

He will visit site and perform the risk assessment if we opt with Aspire.

BRODEX

Visits to be conducted; November 2017 and May 2017

To include:

2 Legionella Sample

4TACC Sample

Take and record temperatures from sentinel outlets and Calorifiers/water heaters

Sterilise all showerheads

Insert LCA certificate

Training (if required)

Risk Assessment (Recommended Please see below)

Cost of Monitoring visits £245 +VAT (No increase in price)

I would also strongly recommend you're last legionella Risk Assessment with us is now due for review, being now two years old and "Medium Risk Review November2017". I would strongly recommend you consider reviewing it, to keep you compliant with the guidelines. This will also bring it up to date and in line with any changes made with HSG 274 and L8 guidelines , The proposed cost for a new legionella Risk Assessment is £550 +VAT (No increase on 2015) This will also include November's Hygiene Visit of £245 within this price. . (Please see attached your previous RA)

Please can you confirm back to this email you are happy to proceed

Brodex will then implement the programme for another 12 Months and email you any updates for the Brodex log book and update the Brodex Portal.

Would you also please complete the attached forms.

The site monitoring form relates to 'in-house' checks such as temperature monitoring, flushing of little used outlets and disinfection of showerheads.

We would recommend that 'in-house' monitoring is being carried out in order for you to comply with regulations. Secondly, I have attached a feedback form. Receiving feedback helps us to determine which aspects of our service to yourself are successful or alternatively, if any improvements need to be made to our services.

Once confirmation has been received, I will implement the programme and organise for you to receive client portal details.

Please let me know if I can provide any further assistance or advice in regards to carrying out 'in-house' monitoring or any of the above.

If you have any questions, please ask. I am only too happy to help.

Kind regards



Gary Webb

Water Treatment Consultant

TEL: 0115 9244124 Mobile: 07989 192108



FARNSFIELD PARISH COUNCIL

Approved minutes of a meeting of the Finance, Risk and Staffing Management Committee (FRSM) of Farnsfield Parish Council held at 8pm on Wednesday 8th November in the Library Annex, The Village Centre, New Hill, Farnsfield.

Present: Cllrs. Woods (Chair), Wright, Clarke, Johnson, Selby, Healy, Rachel Waterfield (the Clerk)

1 member of the public was also in attendance.

Cllr Woods opened the meeting at 8pm

17.33 Apologies for absence

Cllr. Waterfield and Doherty. (Work Commitments) accepted.

17.34 Declarations of interest

None

Cllr. Woods suspended standing orders at 8.01pm

17.35 Public open session

No representations.

Cllr. Woods reinstated standing orders at 8.02 pm

17.36 Voting new councillor on to the committee

The FRSMC resolved unanimously to accept Cllr. Johnson on to the committee.

17.37 Actions from the October 2017 meeting

17.37.1 Review of the BT telephone and broadband contract

The report is attached.

The FRSMC resolved unanimously to enter into a 12 month contract with BT and review at the end of the contract.

17.37.2 Review of 2 September invoices by Cllr. Selby

Both invoices were in line with FPC Financial regulations.

On File.

17.38 Finance

17.38.1 Presentation of October 2017 Accounts

The accounts were presented and will be accepted at the November PCM.

17.38.2 Selection of 2 invoices from October 2017 bills for payment for review by the committee
Cllr. Johnson will review two invoices.

17.38.3 Selection of 1 budget head for review by the committee
The Clerk will review the IT and Software Budget.

17.38.4 Committee resolution to publish bills for payment on the website.
The report is attached.

The FRSM resolved That Council publish its “Bills for Payment” following those regular meetings at which they are presented by the Clerk to the Council for approval.

The committee stated that this would not be a retrospective process as it would not be the best use of the Clerk’s time. All accounts can be viewed on request and are available for public viewing following the completion of the annual return.

17.39 Staffing

17.39.1 Working Party to review litter picker, booking clerk and cleaner roles.

Report attached

Cllr. Woods proposed an amendment to the resolution:

Proposed amendment “the working party will consist of two other councillors”

The FRSMC resolved unanimously to accept this amendment.

The FRSMC resolved unanimously that

- 1. That Council approves the formation of a working party consisting of the Chair and two other Councillor, supported by the Clerk.**
- 2. That the working party bring a report to the January meeting for consideration by the Council**

It was agreed that Cllrs. Johnson and Healy would join the working party.

Cllr. Woods closed the meeting at 8.20pm

Appendix

FRSMC 8/11/2017

Agenda Item 17.37.1

Review of the BT Telephone and broadband Contract.

FPC BT Contract is due for renewal in December 2017

Attached are the 12 month and 24 month contract quotes.

FPC can save £5.40 per month by signing up for 2 years.

Virgin Media are in the process of delivering fibreoptic broadband to Farnsfield which will be available within the next 9-12 months. This will be faster and possibly cheaper than the BT contract.

Suggestion: Proceed with the 1 year contract and review in 1 year with a view to changing to Virgin Media

Rachel Waterfield

8/11/17

Farnsfield Parish Council

Agenda item

Bills for payment

Introduction

The Parish Council operates with the legislation governing public bodies and has its own Financial Regulations reviewed and adopted by Council in 2017.

Whilst available for public access, at its last meeting, a member of the public requested that the Council publish its outgoings (Bills for Payment). This is within the Council's gift to do so and is in accordance with financial regulations.

Resolution

That Council publish its "Bills for Payment" following those regular meetings at which they are presented by the Clerk to the Council for approval.

P Woods

Chair



FARNSFIELD PARISH COUNCIL

Approved Minutes of a meeting of the Finance, Risk and Staffing Management Committee(FRSM) of Farnsfield Parish Council held at 8pm on Wednesday 6th December in the Library, The Village Centre, New Hill, Farnsfield.

Present: Cllrs. Woods, Selby, Clarke, Waterfield, Johnson, Wright and Rachel Waterfield (**clerk**)

Cllr. Woods opened the meeting at 8.17pm

Cllr. woods moved that item 17.44.4 be removed from the agenda as it had been discussed at the FPMC meeting immediately prior to this meeting.

The committee resolved unanimously to carry this motion.

17.40 Apologies for absence

Apologies were received and accepted from Cllr. Doherty (work commitments)

17.41 Declarations of interest

None.

Cllr. Woods suspended standing orders at 8.19p

17.42 Public open session

There were no members of the public in attendance

Cllr. Woods reinstated standing orders at 8.19pm

17.43 Clerks Report:

17.43.1 Actions from the November FRSMC Meeting

Complete

17.43.2 Review of the invoices from the October Bills for Payment

Cllr. Johnson reviewed 2 invoices. On File

Clerk will review the Water Plus in view of gaining a reduction in charges

17.43.3 Review of the IT and Software Budget

Carried forward to item 17.44.6

17.44.4 Presentation of the November Accounts

The clerk presented the accounts. Cllr. Johnson questioned the Severn Trent Water payment on the bank statement. She will come into the office to review this.

The Clerk will present them for acceptance to the Full PCM on 19th December

17.44.5 2018/19 Budget Update

Carried forward to January 10th January 2018

17.44 Finance

17.44.1 Consideration of a Grant request for a roller from Farnsfield Cricket Club

The Community Grant policy allows for only one application from each club per annum

Cllr. Woods will inform FCC and suggest the reapply in 2018.

Carry forward to January 10th, 2018

17.44.2 Consideration of a Funding request for the cleaning of the junior tennis court from FTC.

It was agreed that as the junior tennis court was owned by FPC the upkeep should be included in the budget. It should also be inspected as part of the annual and monthly playground inspections.

Action. Clerk will arrange for it to be inspected and incorporate its maintenance in the budget.

17.44.3 Consideration of a Funding request for the watering of planters from BKV.

Cllr Healy raised the issue of watering the village planters, including the proposed new planters at the entrances to the village.

The cost of watering the village planters was discussed.

Action. The clerk will request a quote from Tom Wilbourne to undertake this duty.

17.44.5 Selection of 2 invoices from November 2017 bills for payment for review by the committee

Cllr. Clarke to review the invoices

17.44.6 Selection of 1 budget head for review by the committee

Review of the IT and Software Budget

Cllr. Woods closed the meeting at 8.43pm



FARNSFIELD PARISH COUNCIL

Minutes of a meeting of the Finance, Risk and Staffing Management Committee (FRSM) of Farnsfield Parish Council to be held at 8pm on Wednesday 14th February 2018 in the Library Annex, The Village Centre, New Hill, Farnsfield.

Present: Cllrs. Clarke (acting Chair), Healy, Waterfield, Johnson, Selby, Rachel Waterfield (clerk)

Cllr. Frost and 1 member of the public were also in attendance

Cllr. Clarke opened the meeting at 8.15pm

18.45 Apologies for absence

Apologies received and accepted from Cllrs. Woods and Doherty (work Commitments)

18.46 Declarations of interest

none

Cllr. Clarke suspended standing orders at: 8.16pm

18.47 Public open session

The Drainage and noise survey at the site of the proposed skatepark were discussed.

A member of the public voiced concern over the financial credibility of Freerstyle as a provider

Cllr. Clarke reinstated standing orders at: 8.30

18.48 Finance

18.48.1 Clerks report: Attached.

- Presentation of the January 2018 Accounts . on file
- Report from the Clerk on the Review of the IT and Software Budget
- Report from the Clerk on the cost of using Mr. Wilbourne to water the Best Kept Village Planters during the growing season
- Cllr. Healy request for a notice board in the Bus shelter on Cockett's Lane

Following some discussion, the committee resolved unanimously to approve the purchase and installation of a notice board at the bus stop out of the Best Kept village Budget.

18.48.2 Report from Cllr. Clarke on the review of 2 invoices from November 2017
The NSDC Rates and the Online mapping invoices were reviewed On File.

18.48.3 Selection of 2 invoices from January 2018 bills for payment for review by the committee

- Cllr. Waterfield will review and report back to the March meeting

18.48.4 Selection of 1 budget head for review by the committee

- The Training Budget will be reviewed by thhe clerk

Cllr. Clark requested that the clerk produce spreadsheets identifying which invoives and which budget headings were reviewed as an ongoing record.

18.49 Risk

18.49.1 Clerks Report: Attached.

- Clerk's report on the implications of the General Data Protection Regulation on Farnsfield Parish Council

Cllr. Clarke closed the meeting at: 9pm

Next Meeting: 8pm Wednesday 14th March. The Library. Farnsfield

Appendix

FRSMC February 2018

Clerks report

18.48.1

- **Presentation of the accounts: Attached**

FPC Financial summary as of 1/2/18

Unity Trust Balance: £164,631.87
Nation Wide BS Balance: £126,031.83

EMR Projects: £ 224,129.80
EMR General: £1022.73

Residual Balance: £65,511.17

Total Receipts for Jan 2018: £8405.89

Total Payments for Jan 2018: £6637.01

**NB. £2709.87 paid in addition to approved Bills for Payment to be approved at Feb PCM
Viking Direct bill was £125.68 not £41.98 as recorded on Jan Bills for payment.**

- **IT and Software budget review:**

Budget for 2018/19 = £2030

The website is free via Hugo Fox

IT Support charges £200 per annum for the hosting of the secure emails for FPC.

IT Support charges £15 per hour for onsite support

Rialtas Accounting Software is £200 per annum which includes a support package

AVG anti-virus is free

Adobe PDF editor is £70 per annum

Office 370 £140 per annum for 5 users Inc. mobile phone and iPad

£1400 budgeted for on line booking software. Hall Master being trialled at present.

- **Watering of the BKV Planters: Quote to follow.**

Tom has flagged up the problems associated with this which include the time required to do this and the availability of water and the transport of this between the planter locations

- **Notice board on bus shelter on Cocketts Lane:**

Cllr. Healy has asked that the committee consider a £200 initial outlay for a noticeboard on the bus shelter on Cocketts Lane. The Council would own and be responsible for the ongoing maintenance of the notice board. Cllr. woods has suggested moving the notice board from the bus stop opposite Allsorts as an alternative to buying a new

Overview of the **General Data Protection Regulation**

Clerks Report

February 2018.

Agenda Item 18.49.1

The **General Data Protection Regulation (GDPR)** (Regulation (EU) 2016/679) is a [regulation](#) by which the [European Parliament](#), the [Council of the European Union](#) and the [European Commission](#) intend to strengthen and unify [data protection](#) for all individuals within the [European Union](#) (EU). It also addresses the export of personal data outside the EU. The GDPR aims primarily to give control back to citizens and residents over their personal data and to simplify the regulatory environment for business by unifying the regulation within the EU.^[1] When the GDPR takes effect, it will replace the [data protection directive \(officially Directive 95/46/EC\)](#)^[2] of 1995. The regulation was adopted on 27 April 2016. It becomes enforceable from 25 May 2018 after a two-year transition period and, unlike a [directive](#), it does not require national governments to pass any enabling legislation, and is thus directly binding and applicable.^[3]

The regulation applies if the data controller (an organization that collects data from EU residents) or processor (an organization that processes data on behalf of data controller e.g. cloud service providers) or the data subject (person) is based in the EU. Furthermore, the regulation also applies to organizations based outside the European Union if they collect or process personal data of EU residents. According to the European Commission "personal data is any information relating to an individual, whether it relates to his or her private, professional or public life. It can be anything from a name, a home address, a photo, an email address, bank details, posts on social networking websites, medical information, or a computer's IP address."^[7]

Farnsfield Parish Council as a whole and individual Councillors have responsibilities and duties under this Regulation as data Controllers and Data Processors. We will need to Appoint a Data Protection Officer as part of this process

The Clerk, Cllr. Waterfield and Cllr. Woods and working to ensure all these requirements are met.

Training will be provided for Councillors and individual responsibilities, requirements will be outlined as the process proceeds.

Attached are a number of documents which may be of interest to Councillors as to where Council is in this process.



FARNSFIELD PARISH COUNCIL

Minutes of a meeting of the Finance, Risk and Staffing Management Committee (FRSM) of Farnsfield Parish Council held at 7pm on Wednesday 14th March in the Library Annex, The Village Centre, New Hill, Farnsfield.

Present: Cllrs. Woods, (chair), Selby, Frost, Waterfield, Johnson, McDowall, Wright, Clarke and Rachel Waterfield (clerk).

Cllr. Woods opened the meeting at 8pm

18.49 Apologies for absence

Apologies were received and accepted from Cllr. Healy. (Out of the country)

18.50 Declarations of interest

None

Cllr. Woods suspended standing orders at 8.01pm

18.51 Public open session

No members of the public were in attendance.

Cllr. Woods reinstated standing orders at 8.01pm

18.52 Finance

18.52.1 Clerk's report:

Attached.

Cllr. Waterfield reviewed the Rob Rose media invoice and O. Heap and sons invoice which were found to be in line with FPC Financial Regulations.

Actions:

- The clerk will identify training opportunities for Councillors for the coming financial year
- Council will ensure that efforts are made to obtain quotes for work to be done in line with the Financial Regulations. If quotes are not sought the reason why will be minuted.
- The Clerk will action the bills for payment procedure as identified in the report.

18.52.2 Selection of 2 invoices from February 2017 bills for payment for review by a committee member

Cllr. Wright will review 2 of February's invoices

18.52.3 Selection of 1 budget head for review by the committee

The Clerk will present a report on the additional grass cutting and footpath maintenance Contract budget.

18.53 Risk

18.53.1 Committee to consider the appointment of a Data Protection Officer under the General Data Protection Regulation

The Committee resolved unanimously to take this forward to the May Meeting

Cllr. Woods closed the meeting at 8.27pm

Next Meeting: Wednesday 11th April . 8pm. The library. New Hill. Farnsfield

FPC Finance Risk and Staffing Management Committee minutes 2017-18