

## TIPTREE PARISH COUNCIL

### MINUTES OF POLICY AND FINANCE COMMITTEE MEETING

A meeting of the Policy and Finance Committee took place on Monday 5<sup>th</sup> August 2019 at 7.00pm in the Meeting Room, Community Centre, Caxton Close

Present:                R Mannion (Chairman)                M Maund (Vice Chairman)  
                              C Bigg                                        Mrs J Bunney  
                              Mrs D Coe                                 R Smithson  
                              Mrs B Wood

Also in attendance – Three members of the public and Cllr J Greenwood, Cllrs N Mattinson (from 7.15pm), Essex County Councillor J Jowers (from 7.25pm) and Mrs S Allen-Shepherd (from 7.28pm), the Clerk of the Council and the Deputy Clerk of the Council

155/19 **Apologies for Absence**

There were no apologies as all members of the committee were present.

156/19 **Declarations of Interests** – There were no declarations of interests.

157/19 **Chairman's Announcements**

There were no announcements to make under this item.

158/19 **Public Questions**

Sandra Redgwell from the Tiptree Christmas Fayre Committee told the meeting about recent talks that had been held with the Licensing Officer at Colchester Borough Council and the police about obtaining a premises licence for the Christmas Fayre. The Clerk explained the situation relating to premises licences and the need for a DPS. The matter of a no alcohol covenant on Church Road was raised. Cllr R Mannion told Ms Redgwell that the Council supports the Christmas Fayre committee and the matter would be discussed fully later in the meeting at the agenda item. He thanked Ms Redgwell for attending.

Cllr J Greenwood, the Chairman of the Neighbourhood Plan Steering Group, reported that Cllr R Smithson, Cllr Mrs S Allen-Shepherd and the Clerk had held a meeting on 25<sup>th</sup> July 2019 and from that meeting, Cllr R Smithson had produced proposals, which had broken the matter down into the key issues. He suggested that paper responses should have a unique number attached to them and that personal information should be redacted. He did not believe that anonymisation was necessary for the statutory consultees or organisations. He also pointed out that there could be a problem with using a formulaic analysis tool for weighting. He also suggested that proposals 5 and 7 could be combined.

159/19 **Minutes of Meeting** – 1<sup>st</sup> July 2019

The minutes of the meeting on 1<sup>st</sup> July 2019, having been approved by Council, were signed by Cllr R Mannion.

160/19 **Draft Data Processing Policy**

Further to Cllr J Greenwood's statement, proposal 5 was agreed. There were concerns about proposal 8 and the fact that nothing about weighting had been mentioned before or during the consultation. Further proposals will be needed from the Steering Group. It was proposed by Cllr C Bigg and seconded by Cllr M Maund that the Steering group should consider proposal 8 and make any

amendments, which should then be sent to the members of this committee by close of business on Friday 9<sup>th</sup> August 2019. A recommendation to full Council for acceptance can then be agreed. The proposal was agreed unanimously.

161/19 **Photocopier**

The Clerk had circulated information about a proposed continuation of the contract for the photocopier prior to the meeting. This contract will be for three years. It was proposed by Cllr Mrs D Coe and seconded by Cllr Mrs J Bunney that this contract should be accepted. This was agreed unanimously.

162/19 **Bank Account**

The Clerk told the meeting about the Unity Trust Bank and that it does not deal with personal accounts, which means that the linking of accounts cannot happen. Several questions were asked, including what happens about depositing cash and the clearing of funds.

It was proposed by Cllr Mrs J Bunney and seconded by Cllr C Bigg that further investigations should be made. This was agreed unanimously.

163/19 **Website and ISP**

Following the notification of the withdrawal of Essexinfo.net, the Clerk had circulated information about a company that can host websites, e.mail addresses and undertake backups. Questions were asked about the current website size and set-up.

It was proposed by Cllr C Bigg and seconded by Cllr M Maund that the further investigations should be made and additional quotes should be obtained. This was agreed unanimously.

164/19 **Church Road Premises Licence**

It was noted that Cllrs C Bigg and Mrs D Coe both have experience of licensing matters. They both agreed that a covenant on Church Road may not exist and this was back up by Cllr R Smithson, who had made some initial enquiries.

The committee asked about the position of DPS, which is required for a premises licence. The Clerk said that she holds a personal licence and would be willing to help obtain the licence, providing the new Clerk undertakes training as soon as possible after appointment and registers themselves as the DPS before the fayre takes place.

It was proposed by Cllr C Bigg and seconded by Cllr Mrs D Coe that it is recommended that the Parish Council should apply for the premises licence for Church Road. This was agreed unanimously.

165/19 **Financial Comparison**

The Clerk circulated the Financial Comparison for July 2019. Cllr R Smithson asked about the photocopier charges and the Clerk said that she will check these. Cllr C Bigg asked about the mileage budget and the Clerk said that this was the original budget that had been agreed during the budgeting process last year and it is possible that part of it could be vired, as the full budget was no longer needed.

The report was noted.

There being no other business the meeting closed at 8.00pm

Signature.....Date.....