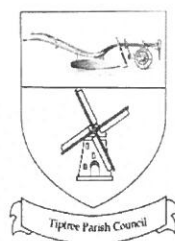


TIPTREE PARISH COUNCIL



MINUTES OF POLICY AND FINANCE COMMITTEE MEETING

A meeting of the Policy and Finance Committee took place on Monday 3rd February 2020 at 7.00pm in the Meeting Room, Community Centre, Caxton Close

Present: Cllrs M Maund (Chairman of Meeting) C Bigg
 D Coe B Wood
 R Smithson (*Arrived at 7:12pm*)

Also in attendance – One member of the public & the Clerk to the Council.

507/19 **Apologies for Absence**

There were apologies from Cllrs J Bunney, R Mannion & R Smithson (*who would be late*) +

508/19 **Declarations of Interests** – There were no declarations of interests.

509/19 **Chairman's Announcements**

None

510/19 **Public Questions**

There were no questions from the member of the public present.

511/19 **Minutes of Meeting** – 6th January 2020

The minutes of the meeting on 6th January 2020, having been approved by Council, were signed by the Chairman.

512/19 **Privacy Policy** – Council reviewed the draft Privacy Policy and were unanimous in the **resolution to adopt the Policy with immediate effect.**

513/19 **Accessibility Statement.** The council's Accessibility Statement for the website was reviewed. **It was RESOLVED that the Statement be adopted with immediate effect.**

514/19 **Village Caretaker update:** The clerk reported that a candidate for the role had been interviewed by a panel consisting of the Clerk, Deputy Clerk and Head Groundsman. The candidate was found to be suitable, and it was asked that the committee approve the candidate and enable employment to proceed. **Unanimously RESOLVED that the candidate be approved for employment.**

515/19 **Office Telephony:** The clerk had provided a cost breakdown for a 3 year period of current phone system Vs an IP telephony solution from BT. **Based on the costs provided, Committee RESOLVED that the clerk be authorised to change the telephony system.**

516/19 **Revision Of standing Order 3 (d) (viii):**

The clerk reported that the make-up of the smaller Staffing Committee (5 members) made the quorate requirement of 4 members difficult to achieve, and recommended excepting the Staffing Committee from their requirement, by reducing the quorate total to 3 members. It was unanimously **RESOLVED that the words “with the exception of the Staffing Committee, who shall be quorate with a minimum of 3 members in attendance” be added to Standing Order 3(d)(viii).**

517/19 **B&Q Charge Card:**

The clerk explained the difficulties faced by the Open Spaces team when working on repairs – recent examples include the benches, the pond at Park Lane, and many others. Obtaining access to the funds enabling purchases is a major issue. A B&Q charge card relieves that concern whilst providing a clear audit trail for all purchases and the preceding authorisation.

Committee RESOLVED that the clerk be authorised to obtain a charge card, limited to a spend of £500 per month.

518/19 **Financial Comparison**

This item was discussed and financial comparison received and noted.

There being no other business the meeting closed at 7.22pm

Signature.....



Date.....

3/3/2020