

TIPTREE PARISH COUNCIL

MINUTES OF POLICY AND FINANCE COMMITTEE MEETING

A meeting of the Policy and Finance Committee took place on Monday 1st July 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 Mrs B Wood

Also in attendance – One member of the public, Cllrs Mrs D Webb and Mrs S Allen-Shepherd, Colchester Borough Councillor J Elliott, the Clerk of the Council and the Deputy Clerk of the Council

098/19 **Apologies for Absence**

There were apologies from Cllr R Smithson.

099/19 **Declarations of Interests** – There were no declarations of interests.

100/19 **Chairman's Announcements**

Cllr R Mannion told the meeting about the RCCE AGM on Wednesday 10th July 2019 at Chelmsford City Racecourse. Anyone who wishes to attend should contact the Clerk, who will provide the paperwork.

101/19 **Public Questions** – There were no questions from the member of the public present.

Cllr Mrs D Webb asked to make a statement and the Chairman agreed to this. Cllr Mrs D Webb said that the Steering group was presenting the Draft Data Processing Policy as a discussion document. No comments had been received so far from the Chairman, the Clerk or the NHP Secretary and she asked that no decision should be made until the full Council meeting on 22nd July 2019. She also told the meeting that information received from Colchester Borough Council is that they do not accept anonymous replies.

102/19 **Minutes of Meeting** – 3rd June 2019

The minutes of the meeting on 3rd June 2019, having been approved by Council, were signed by Cllr R Mannion.

103/19 **Architect's Invoice for Grove Road Workshop**

The Clerk has obtained the further information required by the committee and confirmed that no payments had been made since May 2018. Following discussion, it was proposed by Cllr Mrs J Bunney and seconded by Cllr C Bigg that the invoice should be paid. This was agreed unanimously. The Clerk was asked to communicate the Parish Council's disappointment that certain actions had not been undertaken.

104/19 **Fence Between the former Toilets in Church Road and The Vicarage**

A report had been circulated by the Clerk and the Chairman outlined the history of the site. Following discussion, it was proposed by Cllr C Bigg and seconded by Cllr Mrs J Bunney that an updated quote and a further quote should be obtained.

105/19 **Fire Risk Assessment**

The Clerk had circulated a report prior to the meeting.

Since the contract with Wirehouse ES was taken out on 1st May 2019, the Clerk has met with the Health & Safety representative on two occasions, 9th May and 11th June 2019.

One important issue that came out of the meetings and the assessment was that Fire Risk Assessments need to be completed at all of the Parish Council's buildings. These are the office, the Community Centre and the Grove Road workshop. It was agreed that as the workshop is due to be demolished and rebuilt, there would be no point in undertaking a fire risk assessment on this building at the current time.

The Clerk had contacted E&J Fire and Security Ltd, the company who currently services the fire extinguishers. The quote received is for a PAS 79 Assessment and the Chairman explained to the meeting why it is important that the Council should undertake such an assessment. It was proposed by Cllr Mrs D Coe and seconded by Cllr Mrs J Bunney and agreed unanimously that the Fire Risk Assessment should be undertaken.

106/19 Planning Training for Members

The Clerk had circulated an invitation from Colchester Borough Council for members to attend a planning training session. A number of councillors expressed an interest and the Clerk said that she would contact the Borough Council about numbers. It was also agreed that the Clerk should contact the EALC about the possibility of a training session being held at Tiptree Parish Council.

107/19 SSE Contract for Gas for the Community Centre

Information was circulated from SSE about the renewal of the contract for the gas supply at the Community Centre. It was proposed by Cllr M Maund and seconded by Cllr C Bigg that the contract should be renewed for a further 2 years with SSE. This was agreed unanimously.

108/19 Draft Data Processing Policy

The draft Data Processing Policy, which had been identified by Cllr Mrs D Webb as a discussion document, had been circulated prior to the meeting. The Clerk also circulated some written comments, which were then verbally expanded to the committee. There was much discussion about the draft policy discussion document, after which it was proposed by Cllr R Mannion and seconded by Cllr Mrs J Bunney that the matter should be referred to the full Council meeting on 8th July 2019, for further discussion and with no other recommendation. This was agreed unanimously.

109/19 Financial Comparison

The Clerk reported that the Financial Comparison is not available because the new financial software is still being updated.

There being no other business the meeting closed at 7.55pm

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