

TIPTREE PARISH COUNCIL

MINUTES OF POLICY AND FINANCE COMMITTEE MEETING

A meeting of the Policy and Finance Committee took place on Monday 3rd June 2019 at 7.00pm in the Meeting Room, Community Centre, Caxton Close

Present: R Mannion (Chairman) M Maund (Vice Chairman)
 C Bigg (From 7.26pm) Mrs J Bunney
 Mrs D Coe R Smithson
 Mrs B Wood

Also in attendance – Two members of the public (one from 7.05pm), Cllrs Mrs S Allen-Shepherd and N Mattinson, the Clerk of the Council and the Deputy Clerk of the Council

024/19 **Apologies for Absence**

There were apologies from Cllr C Bigg, who would be late.

025/19 **Declarations of Interests** – There were no declarations of interests.

026/19 **Chairman's Announcements**

Cllr R Mannion introduced Mrs Louise Mendham, the Deputy Clerk of the Council to the committee members and welcomed her to her first meeting.

027/19 **Public Questions** – There were no questions from the member of the public present.

028/19 **Minutes of Meeting** – 4th March 2019 and In Committee 4th March 2019
The minutes of the meetings on 4th March 2019 and in Committee on 4th March 2019, having been approved by Council, were signed by Cllr R Mannion.

029/19 **Meeting Procedures**

Cllr R Mannion introduced this matter and told the committee that this item had been listed as a general discussion item, so that any councillors could raise matters about the meeting procedures.

Any matters raised will be investigated by the Clerk and if necessary, will be referred back to the next meeting. The copies of the planning applications were raised and it was agreed that a paper copy of applications will continue to be kept in the office. Sending documents by e.mail was discussed and it was agreed that documents can be e.mailed to members. The appointment of a Personnel Committee and looking at the number of meetings that are held will be investigated.

7.26 Cllr C Bigg entered the meeting

030/19 **Standing Orders and Financial Regulations**

After some discussion it was agreed that because the two documents are both quite large, they will be reviewed separately. The Clerk will start by updating the Standing Orders and sending the re-drafted document to the Committee in advance of the next meeting. The members can then peruse the document before the meeting and any matters can be raised with the Clerk.

031/19 **Architects Invoice for Grove Road Workshop**

The Clerk had circulated information about the invoice prior to the meeting.

After discussion, it was agreed that further information is required from the Clerk and once this is obtained, the matter will be referred to the next most appropriate meeting.

032/19 **Banking Security Measures**

The Clerk had circulated a letter prior to the meeting, which was noted. The Clerk was asked to make further enquiries and refer the matter back to the committee.

033/19 **Financial Comparison**

The Clerk reported that the Financial Comparison is not available because the new financial software has not yet been installed.

There being no other business the meeting closed at 7.42pm

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