TIPTREE PARISH COUNCIL



MINUTES OF POLICY AND FINANCE COMMITTEE MEETING

A meeting of the Policy and Finance Committee took place on Monday 17th August 2020 at 7.20pm via Video Conference

Present: Cllrs R Mannion (Chairman of Mtg) M Maund

C Bigg J Bunney D Coe R Smithson

B Wood

Also in attendance – the Clerk to the Council and the Deputy Clerk.

- 001/20 Election of Chairman for Civic Year 20/21:

 Cllr R Mannion was the only nominee put forward. He was duly seconded, and a show of hands unanimously RESOLVED that Cllr R Mannion be chairman for the forthcoming Civic Year.
- 002/20 Apologies for Absence There were no apologies.
- 003/20 **Declarations of Interests** There were no declarations of interests.
- 004/20 Public Questions There were no members of the public present.
- 005/20 **Minutes of Meeting** The minutes of the meeting on 3rd **March 2020**, were unanimously approved as being an accurate record and were signed by the Chairman.
- O06/20 Election of Vice Chairman for Civic Year 20/21:

 Cllr M Maund was the only nominee put forward. He was duly seconded, and a show of hands unanimously RESOLVED that Cllr M Maund be vice-chairman for the forthcoming Civic Year.
- 007/20 **ONS Village Population data:** Cllr Smithson had produced some statistics for extrapolating the data beyond 2017 (the current end data for village population statistics). He was thanked for his efforts by the Chairman, and the report noted.
- 008/20 Financial Regulations: The amendments to Financial Regulations suggested by the clerk were unanimously accepted, as they more correctly reflected the council method of delivering payments. It was RESOLVED that the Financial Regulations as amended be adopted after a unanimous show of hands.
- 1009/20 Internal Audit: The clerk reported that Jan Stobart had quoted for performing the service for us again for the period 20/21. At £230, this provided good value. As the clerk and Chairman are fairly new, it made sense that the Auditor had

- some form of consistency. By a unanimous show of hands, it was **RESOLVED** that Jan Stobart be appointed as Internal Auditor for period 20/21.
- O10/20 Asset Register: The asset register for 2020/21 was reviewed by Council, and after a unanimous show of hands, RESOLVED that the Asset Register be adopted for 2020/21.
- New Parish Offices: The Clerk reported that all permission had now been received to proceed, and that the next steps were to head to tender. A Draft ITT had been produced. Council were keen to ensure that screens for windows were added, and that a date for project completion was provided by the builders. It was RESOLVED that the council go to tender for the works by a unanimous show of hands.
- RIO IT: The clerk reported on the costs of the IT performance from RIO IT, and the items that were excluded from the contract. The back-up work already undertaken by the clerk outside the contract was also discussed. It was hard to determine the value for money in the RIO IT contract, other then the security offered in additional back-up facility. In order to provide greater security on the back-up service, the clerk was tasked with purchasing a second memory stick, and key safe. It was RESOLVED by a unanimous show of hands that the memory stick be backed weekly, and a copy stored at the Community Centre in a key safe (to be purchased). Once the system is operational, RIO IT's service can be dispensed with.
- 013/20 Financial Comparison
 The Financial comparison was reviewed, and the report received and noted
- O14/20 Exclusion of the Press and Public: It was resolved unanimously that the Press and Public be excluded from the remainder of the meeting (Under the Public Bodies Admission to Meeting Act of 1960), due to the confidential nature of the items to be discussed at the next item.
- 015/20 Appraisal Review: The clerk's appraisal was received with comments noted.

There being no other business the meeting closed at 8.07pm

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