

# STOWUPLAND PARISH COUNCIL

## Minutes of the Finance and Policy Meeting held on 26 September 2019 in the Village Hall

Councillor's Present: Philip Deal, Laura Johnson (Chair), Sally Reeves, Ray Studd and Jerry Voden

In Attendance: Claire Pizzey (Clerk)

1. **To receive and consider apologies for absence (in accordance with Schedule 12 of the Local Government Act 1972:** Cllr Keith Welham. The members noted the apologies.
2. **To receive declarations of interest in accordance with the Council's Code of Conduct for the items on the agenda:** None received.
3. **To consider any written requests for dispensations:** No requests for dispensations were received.
4. **To consider and approve the minutes of the previous Finance and Policy meeting of July 24 2019 as a true record:** Cllr Studd proposed to accept the minutes of the meeting of July 24 2019 as a true record of the meeting and decisions made. Seconded by Cllr Voden with all in favour the Chairman signed and dated all pages.
5. **Matters of report:** The clerk reported that she had yet to find a suitable saving account.
6. **Public Forum:** None.
7. **To receive confirmation that the external audit is complete and receive the external auditors report and certificate for 2018/19:** The members accepted the external audit 2018/19 noting that the AGAR was not accurately completed before submission for review and section 1, Box 9 and section 2, Box 11 were not consistent. Section 2, Box 11 should have been answered 'No'. The audit had been concluded and the certificate accepted by the members, the clerk confirmed the conclusion would be advertised.
8. **To receive a report from the Clerk and agree the draft Statement of Internal Control document:** All Cllrs acknowledged receipt of the Internal Control report and statement prior to the meeting. Cllr Studd proposed that the Statement of Internal Control document is adopted and the control report is carried out and reported at the March Parish Council meeting. Cllr Johnson seconded and all were in favour. A councillor to carry out the internal report be agreed.
9. **To receive a report on the new digital regulations regarding web site accessibility:** The members noted that they have until 2020 to comply with the Public Sector Bodies Website and Mobile Applications (2) Accessibility Regulations 2018. The clerk had issued a draft

statement and confirmed that work has commenced to ensure the website conforms to the requirements.

**10. To review the following Risk Assessments:**

- 1. Parish Risk Assessment:** A review was been made on the Parish Risk Assessment V1.1 and it was agreed to make the following changes to the document:-

**The Play Park:** add in seating

**The Cemetery:** Change Cemetery Committee to Officer

**Holy Trinity Church Yard:** Change Cemetery Committee to Officer

**Allotments:** Change to regular Inspections

**Other Assets:** Change made to qualified contractors

Cllr Studd proposed that the following these changes V1.2 of the Parish Risk Assessment is adopted. Cllr Deal seconded with all in favour. Next review September 2020.

- 2. Clerk Risk Assessment:** A review was been made on the Parish Risk Assessment V 1.2 and it was agreed that no changes were needed. Next review September 2020.

- 3. Cemetery and General Maintenance Risk Assessment:** A review was been made on the Cemetery and General Maintenance Risk Assessment V1.2 and it was agreed that no changes were needed. Next review September 2020.

- 4. Volunteer Risk Assessment:** A review was been made on the Volunteer Risk Assessment V1.2 and it was agreed that no changes were needed. Next review September 2020.

- 5. Litter Picker Risk Assessment:** A review was been made on the Litter Picker Risk Assessment V1.2 and it was agreed that no changes were needed. Next review September 2020.

- 6. Beacon Risk Assessment:** A review was been made on the Beacon Risk Assessment and it was agreed to add the following to the document: -

**General Public:** add in Protective fencing to be erected to ensure no member of the public can encroach closer than 8 metres from the beacon

**General Public:** no dogs to be removed.

Cllr Johnson proposed that the following these changes V1.1 of the Beacon Risk Assessment is adopted. Cllr Deal seconded with all in favour. Next review September 2020.

**11. Any other business:** The clerk reported that she had not included a review of the allotment charges following last year's proposal to increase the fees by 3.33% in 2019.

Cllr Voden reported that the editor has stood down from Telstar and an advert will be in the next edition for replacement. He also reported that a member of the Speed watch team has resigned and as such they will be unable to go out until more members are recruited. Cllr Johnson reported on the amount of rats that are in and around Mill Street.

**12. Date of next meeting:** Members were asked to note that the next meeting will be Thursday 22 November 2019.

The meeting was closed at 19.57 hours