

STOWUPLAND PARISH COUNCIL

Minutes of the Finance and Policy Meeting held on 17 September 2020 via VIDEOCONFERENCING

Present (by video): Philip Deal, Laura Johnson (Chair), Ray Studd, Jerry Voden, Keith Welham
Claire Pizzey (Clerk)

1. **To receive and consider apologies for absence (in accordance with Schedule 12 of the Local Government Act 1972):** None received
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 30 2020 as a true record and agree that delegated authority is given to the Chair to sign outside of the meeting:** Cllr Studd proposed to accept the minutes of the meeting of 30 July 2020 as a true record of the meeting and decisions made and that delegated authority is given to the Chair to sign outside of the meeting. Seconded by Cllr Deal with all in favour.
5. **Matters of report:** The members confirmed receipt of the Clerks report.
 - **Bank Transfer:** The Clerk reported that she had contacted SALC and they had advised that if the transferring of funds is in any terms of reference for the Finance Committee then that is fine for the Bank transfer to be carried out by the Clerk without authorisation if not it should go back to full council. It was agreed that the Clerk and Cllr Johnson would discuss an amendment to the terms of reference for the November meeting.
6. **Public Forum:** to receive any questions and matters of concern received prior to the meeting.
7. **To review the audit plan:** The members confirmed receipt of the document. The Clerk advised that she had added:
 1. To review and sign the Internal Control Statement
 2. Annual CIL declaration to MSDC
 3. Insurance renewal quotesIt was agreed to make the changes to the audit plan.
8. **To review the following Risk Assessments:**

1. Parish Risk Assessment: Cllr Welham proposed that V1.2 of the Parish Risk Assessment is adopted. Cllr Deal seconded with all in favour.
2. Clerk Risk Assessment: Cllr Welham proposed that V1.3 of the Clerk Risk Assessment is adopted. Cllr Deal seconded with all in favour.
3. Cemetery Caretaker and General Maintenance Worker Risk Assessment: Cllr Welham proposed that V1.3 of the Cemetery Caretaker and General Maintenance Risk Assessment is adopted. Cllr Studd seconded with all in favour.
4. Beacon Risk Assessment: The members reviewed the policy and no changes were made.
5. Volunteer Risk Assessment: Cllr Deal proposed that V1.3 of the Volunteer Risk Assessment is adopted. Cllr Studd seconded with all in favour.
9. **To note the insurance renewal for 2020:** The Clerk reported that she had contacted the Insurance Company to try and release the Parish Council from the LTA. The insurers advised that *they would be unwilling to allow the Parish Council to break the long term agreement early. Unfortunately, it is not a case of agreeing a premium to break an LTA, you have entered into a contractual agreement with Pen/AXA and should look to honour this, as they would from their perspective. Should the Council still wish to pursue the issue of breaking the LTA, the Council can choose to raise a formal complaint, but Pen Underwriting Limited will as part of this process, request written confirmation from the alternative provider that they are aware that they are quoting on business that is under long term agreement and are happy to continue honouring their terms. If you are unable to provide this evidence, Pen will not look to review their decision.* The premium of £2,128.43 is to be paid before 1 October 2020. The LTA expires at the end of September 2021 when competitive quotes will be sought.
10. **Review Fees for the Cemetery and Allotments:** The Clerk reported that The Cemetery Officer had advised that there would be no change to the Cemetery fees for the coming year. The Allotment fee increase for 2020 had been set in 2018 at 3.22%. Cllr Welham proposed that the tenancy agreements are sent out for October 2020 with a covering letter to tenants advising that they would only receive new agreements should any amendments be made to them and from 2021 renewal fees would be sent as an invoice. Cllr Studd seconded with all in favour.
11. **To discuss the need to an Allotment Policy:** Cllr Welham proposed that Cllr Voden and the Clerk draft an allotment policy for the November meeting. Cllr Studd seconded with all in favour.

12. Any other business: The Clerk reported that she had been unable make the transfer of £100,000 from the Barclays Current account into the Barclays Deposit account as the current balance stood at £105,000 and this wouldn't leave enough money in the current account for payments. The transfer will be made as soon as the October CIL monies has been paid to the Parish Council. Cllr Deal reported that himself and Cllr Johnson would be getting together to discuss the face book page. Cllr Voden reported that he would be writing a report for the Parish Council following the allotment meeting.

13. Date of next meeting: Thursday 26th November via Zoom

The meeting was closed at 19.56 hours