

STOWUPLAND PARISH COUNCIL

Minutes of the Finance and Policy Meeting held on 18 June 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:** Cllr Sally Reeves. 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 January 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 January 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 Welham with all in favour.
5. **Public Forum:** None.
6. **To review the following policies:** The Council had reviewed the policies on the website prior to the meeting. It was agreed that the Clerk checks the policy version control for the documents uploaded onto the website. The Clerk to look at the Media and Noticeboard Policy. All other policies to be reviewed in 2021.

Policy
Banking Policy
Cemetery Policy
Data Protection Policy
Deed of Grant
Dignity at work
Disciplinary Procedure
Document & Electronic Data Retention
Equal Opportunity Policy

Freedom of Information
Green Policy
General Privacy Notice
Grant Awarding Policy
Grievance Procedure
Health and Safety Policy
Media Policy – look at the media policy – change number 10
Noticeboard Policy – wait for the trinity meadow to be completed.
Safeguarding Policy – look at the policy
Sickness & Absence Policy
Subject Access Request (SAR) Policy
Training & Development Policy
Volunteer Policy

7. **To review the Standing Orders V1.5:** V1.5 of the Standing Orders were reviewed and found to be in order.
8. **To review the Financial Regulations V1.1:** There was a discrepancy with the version control of the Financial Regulation on the website. It was agreed that the Clerk looks into this and the review of the document is made at the July meeting.
9. **To receive the Annual Internal Audit Report for the year ending 31st March 2020 as produced by the Council's appointed Internal Auditor:** The members confirmed receipt of the internal audit. The report was discussed and it was agreed to implement the following suggestions made by the internal auditor:
 1. Council members be given uniform guidance on how to complete the online Register of Member's Interests.
 2. Whichever councillor signs off the schedule of payments does not sign off their own expenses or payments to organisations to which they have a connection.
 3. Schedule of member's signatures and initials to be updated for new members
 4. Schedule of Procedures to be updated for the latest review / amendment date
10. **To review The Bank Mandate:** The Bank mandate was reviewed and no changes were to be made.

11. To agree to adopt V1.3 Risk Assessment and Guidance for the Community Litter Picker:

The members confirmed receipt of the Risk Assessment and Guidance for the Community Litter Picker. Cllr Johnson recommended that V1.3 of the Risk Assessment and Guidance is adopted. Cllr Studd seconded with all in favour. It was agreed to seek clarity around the wording of the Risk Assessment with MSDC before the volunteer litter pick Risk Assessment is reviewed.

12. Any other business: Nothing to report.

13. Date of next meeting: It was agreed that the next F&P meeting would be held via videoconferencing on Thursday 30 July 2020.

The meeting was closed at 19.59 hours