

Draft notes of a meeting of Finance & Policy committee held remotely via Zoom on 19th October 2020 at 19:30

Present: Cllrs Barr, Callan, Kilcoyne, Manders and Walker.

In attendance: Mrs S Knowles, Clerk to Council. No members of public were present

1. **To receive apologies and accept valid reasons for absence**– Nil
2. **To receive members’ declarations of disclosable pecuniary, non-disclosable pecuniary or non-pecuniary interests in relation to any agenda item** - Nil
3. **To confirm the minutes of the meeting held on 18th August 2020**- It was **RESOLVED**: That the minutes of the meeting of the Finance & Policy committee held on 18th August 2020 be approved as a correct record and signed by the chairman.
4. **To consider budget, income and expenditure** – No concerns.
5. **To consider and make recommendations for writing off bad debt** – It was **RESOLVED**: That a recommendation be made to Council that a total of £405.60 of bad debt is written off in respect of allotment rent and pavilion hire.
6. **To consider disposal of assets** – It was **RESOLVED**: That a recommendation be made to Full Council that two laptops, one printer, one hard drive and a steamer be disposed of and the asset register updated.
7. **To consider banking arrangements and changes to signatories** – It was **RESOLVED**: That a recommendation be made to Full Council that members of council may
 - take part in discussion of; or
 - vote upon payments to be madeonly after they have complied with any request of council bankers regarding anti money laundering regulations or other legislation.

It was **RESOLVED**: That a recommendation be made to Full Council that delegated authority be given to the clerk to authorise all payments in the event that:

- the number of members who are able to discuss and approve payments falls below the quorum of a meeting; or
- the number of authorised signatories able to approve payments falls below the number identified in Financial Regulations.

It was **RESOLVED**: That a recommendation be made to Full Council that Cllr Broad be appointed as a signatory for Council’s bank account to replace Cllr Adeyemi.

It was **RESOLVED**: That a recommendation be made to Full Council that should the required paperwork requested by Co-op Bank not be received from Cllr Moran before the next meeting of council then Cllr Callan be appointed as a signatory for Council's bank account to replace Cllr Moran.

8. **To consider policies for review**
 - a. **Email and use of the internet policy** – It was **RESOLVED**: That subject to amendments discussed, the email and use of the internet policy v2.0 be adopted.
 - b. **Communications policy** – It was **RESOLVED**: That the Communications policy v1.1 be adopted.
 - c. **Online interaction** – policy not ready for review and would be deferred to a future meeting.
9. **To consider matters carried over from Finance and Policy committee meetings**
 - a. **Update on the new parish council website** – A verbal update was given. Item 11a. was discussed at this point.

It was **RESOLVED**: That the quote from Intellitech Services for transferring content from the old website be accepted.
 - b. **Council action plan**- the draft action plan was reviewed. It was agreed that this document be referred to Full Council for adoption.
10. **Items for the agenda of the next committee meeting** – Parish council grants, budget and precept

11. **To consider items referred from Full Council**

- a. **Quote for transferring website content to the new website** – Discussed at item 9a.
- b. **Quotes for installation and supply of broadband at the pavilion** – Quotes not received. A verbal update was given by the clerk.

There being no further business the chairman closed the meeting at 21.18

Signed _____ Chairman

21st December 2020