

Minutes of the Finance and Policy Meeting held on Thursday 14th October 2021 at 7pm in the Council Chamber, Franklin Hall, Halton Road, Spilsby

Present: Cllr E Lowe (Chairman)

Cllr Gibson Cllr Taylor, Cllr Wood

Also present: Mrs Y Smith (Town Clerk) (TC)

Absent Cllr Mangion

21. Apologies

Apologies were received and accepted from Cllr Haddock, Cllr Rose and Cllr Wright.

22. Declarations of Interest under the Localism Act 2011

None

23. Policies

a. Business Continuity Plan

It was **RESOLVED** to accept the new Business Continuity Plan

b. Review of Policies

TC had taken part in a HSE review on Covid 19 precautions and was asked about Stress Management. There is currently no policy for that and it was agreed that Stress Management and Risk be written to cover staff and councillors and to cross reference to the Safeguarding Policy.

ACTION – Cllr Gibson to research Stress Management and Risk within the next two weeks. TC to send the link from HSE to Cllr Gibson.

TC and Cllr Gibson had reviewed the current policy list and made recommendations for new review. These were accepted.

24. Churchyard Wall Investigation Report Recommendations.

The investigation and subsequent report had been carried out by Cllr Haddock and Cllr Rose and had made several recommendations for the future.

The committee considered the recommendations with the following comments.

Section C

1. To retain insurance policies for three years on the computer and review the Documentation Policy to reflect this.
2. To clarify how decisions were arrived at, that if a report was tabled, to put a link to that report on the website (if technically possible) and to put a little more explanation of how a decision was arrived at.
3. To set up an Insurance Sub-committee who would also seek independent insurance advice (item 4)
5. **ACTION**- TC to write to LALC and ask them to explain to other parish councils what has happened and advise them to check their insurance.
6. This is a case of following procedures and to ensure that risk assessments are undertaken.
7. To carry out public engagement for the Public Works Loan

ACTION-It was agreed that regular inspections needed to be carried out on the wall once it had been rebuilt. TC to obtain a quote for inspections which will ensure the insurance remains valid and to approach K&S Allbones as the contractors regarding future inspections.

25. PDF Converter

Cllr Wright had tabled a report in his absence regarding the purchase of PDF Converter software.

It was **RESOLVED** to purchase the Nitro PDF Converter at as cost of £39.97.

26. Budget Review

TC tabled the current state of the budget and reported that it was on track and no concerns at the moment.

There were some concerns that the newsletter costs had risen. This was due mainly to the increase in pages and the distribution costs.

The following recommendations were made.

1. Try to find a professional distributor
2. Reduce the number of copies to 1200
3. Distribute more copies into the local shops
4. Put on the website
5. Ask for feedback from residents.

27. Annual Audit Report

TC tabled the report. The reported stated that the AGAR had been completed within the Proper Practices and no other matters had come to the attention of the external auditors, PKF Littlejohn, giving cause for concern that relevant legislation and regulatory requirements had not been set.

There were three matter which were drawn to the attention of the smaller authority however TC had refuted these with the auditors and they had accepted.

28. Scribe Update

TC reported that the new system was going well now. Printed receipts can be issued for payments which looks more professional. Month end reconciliations were now easier and imbalances easier to trace. She said that the Scribe support team were very helpful with any problems. Reports were easier to run and generally to keep a check on finances.

It is recommended that the Finance Chair be given 'read only' access.

29. Agenda Items for Next Meeting (10/2/2022)

Policies

Budget Review

The Chairman closed the meeting at 8pm