

Please note these are the notes of the meeting until approved by the Council as a true record.

## **Minutes of Finance and Policy Meeting held on Thursday 4<sup>th</sup> March, 2021 at 7pm via video conferencing**

Present: Cllr Elaine Lowe (Chairman)

Cllr M Gibson  
Cllr T Kemp

Cllr D Mangion

Cllr T Taylor

Cllr K Wood

Also present: Mrs R Ford (Assistant to Town Clerk), Mrs Y Smith (Town Clerk)

Absent: Cllr S Haddock

### **10. Apologies**

Apologies received and accepted from Cllr A Wright  
Cllr B Rose was unable to make a connection into the meeting.

### **11. Declarations of Interest under the Localism Act 2011**

None.

### **12. ELDCs Local Plan Consultation**

Cllr Wood tabled a report. She requested to put forward a solid report to ELDC before deadline on 12<sup>th</sup> April, 2021.

It was **RESOLVED** to form a Task and Finish group comprising of Cllr K Wood. Cllr D Mangion to verify position with ELDC, Cllr L Marsh and Cllr B Rose to be invited onto the group.

**ACTION**-It was agreed to set up a link to share information with the general public via Facebook and council's website.

### **13. Review of new Policies**

Cllr M Gibson made apologies for not reviewing policies, and intended to start working through them imminently. Four policies to be reviewed: Recruitment, ICT, Allowances and Expenses and Correspondence.

### **14. Rent increase from the Franklin Hall Trustees.**

A letter had been received from the Hall Manager informing of a proposed increase of £1,000 per year taking total rent per year to £7,000.00

Following a lengthy discussion, it was agreed that Cllr T Kemp carry out a fact-finding mission.

**ACTION** To make enquiries to look elsewhere for suitable office space, obtain the current rate for commercial space and weigh up all options. This will ensure that the council has considered all aspects before reaching a decision.

### **15. HMRC Payroll System**

The Clerk explained how the council could use this system as an alternative to paying Accountants Haines Watts a sum of £330.00 per annum to administer the Clerk's wages. The Clerk and Assistant Clerk would be able to access this through the HMRC gateway system.

It was **RESOLVED** to start using the HMRC payroll system as from 1<sup>st</sup> April, 2021

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**16. Update on the Current Budget 2020/21**

The Clerk had tabled a report updating Councillors on current balances and reserves. It was **RESOLVED** to accept the current balances and Reserves.

**17. Annual Governance and Accountability Return (AGAR) Review**

Sections 1 – 9 were read through and discussed at length. It was agreed that all sections had been complied with the exception of Section 4 which had received criticism previously from the external auditors on the exercise of electors' rights. The clerk explained that the rights had been exercised however not for the dates which had been given by the auditors due to the late submission of the accounts.

**18. Agenda items for the next meeting**

Policies.

The Chairman closed the meeting at 8.05pm.