

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD
ON TUESDAY 9th FEBRUARY 2021 AT 7.30PM VIA ZOOM.**

PRESENT:

Cllr Mrs T Reavey (Chairman)
Cllr Mrs P Whiting
Cllr B Prigmore
Cllr A M T Reading
Cllr H L Jackson
Cllr Mrs A Gardner (substitute for Cllr P Tomas)
Mrs S J Mitcham (Town Clerk)
Miss A Schofield (Assistant Town Clerk)

1. **APOLOGIES**

Cllr P Tomas and Cllr V J Paul.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES**

RESOLVED:

That the Minutes of the meeting of the Policy and Resources Committee held on 8th December 2020 be signed by the Chairman as being a true and correct record after the following amendments:-

Item 2 – Change word to Grandson.

Item 5.1. Change Mr to Mrs.

4. **PUBLIC FORUM (15 minutes)**

No public present.

5. **RISK ASSESSMENTS**

RESOLVED TO RECOMMEND: -

That the report on the review of risk assessments and the ‘Financial Risk Assessment’ attached to the minutes be approved. Minor changes agreed at the meeting are highlighted.

6. **REVIEW OF COUNCIL INTERNAL CONTROLS AND INTERNAL AUDIT
RESOLVED TO RECOMMEND:**

That having carried out the annual review of the Council’s Internal Controls and Internal Audit procedures that the documents be adopted.

7. **REVIEW OF INSURANCE**

A report had been circulated with a copy of the insurance schedule. It was noted that the Fidelity Insurance had increased to £2million following receipt of s106 funds for phase 5 and the addresses for properties on the schedule are to be revised for accuracy.

RESOLVED:

That no further changes were required and the review of insurance was complete.

8. **REVIEW OF ASSET REGISTER**

Members considered the circulated report.

RESOLVED

That following the addition of the 3 donated benches made from the oak trees that the review of the Asset Register for 2020/21 was complete.

9. **APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR FOR 2021/22**

RESOLVED TO RECOMMEND:

That NCALC Internal Audit Service be appointed as Independent Internal Auditor for 2021/22. For 2022/23 alternative options to be considered.

10. **REVIEW OF POLICIES**

RESOLVED TO RECOMMEND:

That the Sickness Absence Policy, Retirement Policy, Safeguarding Policy, Equal Opportunities Policy and Financial Regulations be reviewed without change.

RESOLVED TO RECOMMEND:

That the standing orders be amended as follows: -

Items 3i – If the items raised by the member of the public is not on the agenda the Clerk will advise how the issue will be addressed.

11. **BUSINESS/FORWARD PLAN**

RESOLVED:

That the circulated report be received and noted.

12. **RESERVES**

RESOLVED:

That the report from the Town Clerk on the levels of Earmarked Reserves be received and noted.

An item on future burial provision to be included on a future agenda.

13. **ITEMS TO REPORT**

None.

14. **ANNUAL TOWN MEETING**

RESOLVED:

That the Annual Town Meeting due to be held on 9th March be postponed as a face-to-face option was preferred. This decision would be reviewed before the deadline of 1st June once changes to lockdown arrangements were available. It was noted it was not a duty for the Council to convene this meeting.

15. **DATE OF NEXT MEETING.**

14th April 2021.

Chairman

Date