

**MINUTES OF THE MEETING OF THE ADMINISTRATION AND FINANCE COMMITTEE
HELD AT 7.30PM ON THURSDAY 1 JULY 2021
BY ZOOM VIDEO AND WEB CONFERENCING.**

PRESENT: Councillors: R Capewell, R Gahan, C Grafton-Reed, M Graves, S Oliver, P Shipman, M Stell

APOLOGIES: Councillor D Glenis

APOLOGIES NOT RECEIVED:

CLERK: Mrs D S Barber

1. ELECTION OF CHAIR AND VICE-CHAIR OF THE ADMINISTRATION AND FINANCE COMMITTEE FOR THE MUNICIPAL YEAR OF 2021-22

Councillor Oliver proposed, and Councillor Shipman seconded that Councillor Grafton-Reed should be elected Chair of the Administration and Finance Committee for the Municipal Year 2021-22. A show of hands carried this proposal unanimously.

Councillor Grafton-Reed proposed, and Councillor Capewell seconded that Councillor Oliver should be elected as Vice-Chair of the Administration and Finance Committee for the Municipal Year 2021-22. A show of hands carried this proposal unanimously.

148.21 **RESOLVED:**

- 1. That Councillor Grafton-Reed is elected Chair of the Administration and Finance Committee for the Municipal Year 2021-22.**
- 2. That Councillor Oliver is elected Vice-Chair of the Administration and Finance Committee for the Municipal Year 2021-22.**

149.21 **2. APOLOGIES**

Apologies were received and accepted from Councillor Glenis who was on vacation.

150.21 **3. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS**

No declarations of Members Interests and Requests for Dispensations were received.

COUNCIL MANAGEMENT

4. MINUTES OF THE ADMINISTRATION AND FINANCE MEETING

Members received the Minutes of the Administration and Finance meeting held on

This document is also available in large print.

Thursday 3 December 2020. A show of hands carried unanimously that they are to be accepted as a true record of the meeting.

151.21 **RECOMMENDED: That the minutes of the Administration and Finance meeting held on Thursday 3 December 2020 are accepted as a true record.**

5. MANAGEMENT ACCOUNTS FOR YEAR END 2019-20 AND 2020-21

Members received copies of two documents produced for the Management Accounts for Year End 2019/20 and 2020/21. Due to the Covid pandemic, last years Management Accounts were not produced, but have now been collated and circulated. Cllr Graves raised some anomalies that he feels needs to be addressed within the documents, so the Parish Manager made note of these and confirmed that they will be investigated and report back the findings.

152.21 **RECOMMENDED: That the Parish Manager takes note of the anomalies raised and will report back to the committee at the next meeting in September of the findings.**

6. POLICIES AND PROCEDURES – UPDATES, AMENDMENTS AND NEW

Members were provided with the following policies and procedures to consider.

Burial Fees

Approved amended fee for plaque to £30.00

Approved the wording – ‘trebled if person to be interred is a non-resident’

Amended the fee for installation of bench from £30.00 to £60.00

Commercial Use of Frolesworth Road Recreation Ground

Section 8 – amended to read A copy of an appropriate risk assessment must be provided to the Parish Council Office prior to commencement of the booking. A template risk assessment can be obtained upon request.

Section 9 – amended to read hirers are responsible for ensuring that any litter generated during the booking (by players and spectators) is suitably disposed of otherwise future bookings could be jeopardised.

Section 10 – Approved - Car Parking – No parking is allowed on the grass.

Community Engagement Strategy

Approved to remove the Social Media section.

Continuing Regular Users Policy

Section 7 – to be inserted after ‘high contact cleaning’ - ‘instruction will be provided’.

In addition to the wording a clause is to be added at the end of the sentence ‘This clause is applicable under the current Covid-19 regulations’

Section 11 approved with two amendments – remove oil-based paints and insert flammable substances and add to any electrical equipment must have ‘a current’ PAT test and appropriate stickers.....

Section 12 – Approved – All commercial and voluntary organisations which hire the village hall must possess their own public liability insurance policy and provide a copy to the Parish Council.

Covid Football Pitch Hire Training

- Section 6 (e) insert 'otherwise future bookings could be jeopardised'.
(f) – Approved 'A copy of an appropriate risk assessment must be provided to the Parish Council Office prior to commencement of the first match.

Fire Safety and Evacuation Procedure

Approved - 'A Fire Marshall will ensure the entrance gate is closed and monitored to stop anybody entering until instructions are given that it is safe to do so.

Football Pitch Hire

Section 1 - amend to 'Payments to be made via BAC's where possible to the

Section 2 (e) – Approved amendments

Section 3 (f) – Approve with addition at end of '48 hours' notice where possible to be given'.

Section 6 (e) – amend to include - otherwise future bookings could be jeopardised.

Section 6 (f) Approved.

Hire of Village Hall Accommodation

Stored Equipment - Requested that the section is rewritten to provide easier reading.

Opening and closing – Approved amendments

Sound Limiter – Approved amendments

Smoking – Approved amendments

Childcare Act 2006 – Amend beginning of sentence to 'Commercial Hirers'.

Ventilation – Approved but with the addition of 'Guidance will be provided by the Parish Council' on which doors and windows are to remain open.

Health and Hygiene – approved but remove second sentence entirely.

Hirer's Agreement

Childcare Act 2006 – Amend to read 'Commercial Hirers'.

Covid Cleaning – Insert 'This clause is applicable under the current Covid-19 regulations.'

Litter and Dog Waste Bins Policy

Approve all amendments.

Memorial Benches

Approve all amendments with the exception that the fee should be £60.00 not £30.00.

Sutton Site Allotment Terms and Conditions

The committee wanted these Terms and Conditions revising to make them a lot easier and clearer to read. They will be reviewed at the next Administration and Finance meeting in September.

Users of the Village Hall – Health & Safety

Approve all amendments except to replace 'management committee' with Parish Council and the email contact should read 'the Parish Manager'.

Western Willows Allotment Terms and Conditions

The committee wanted these Terms and Conditions revising to make them a lot easier and clearer to read. They will be reviewed at the next Administration and Finance meeting in September.

Zero Tolerance Policy

Approve all amendments except for:

Bullet point to be added to first commitment.

6th bullet point replaces 'legal' with 'appropriate'.

7th bullet point – to read 'working with the relevant bodies to ensure how incidents are appropriately dealt with.'

Complaints Procedure

Approved amendments

Operational Highway & Related Issues

Approved amendments

Public Open Spaces

Approve amendments but to remove the paragraph in red.

Social Media Policy

Approved with the addition to 3.2a to read 'only posts that have been agreed by the Parish Manager, and /or the Chair or one additional nominated councillor are allowed to be posted.'

Financial Regulations

A check on current legislation is required to ensure up to date and will be reviewed at the Administration and Finance meeting in September.

Internal Control Systems

153.21 Approved amendments

Safeguarding Children

Approve amendments.

RECOMMENDED: That amendments and additions to the selected Policies and Procedures are accepted with exception to the Financial Regulations and the Western Willows and Sutton Site Terms and Conditions which will be reviewed at the next meeting in September.

154.21 The meeting closed at 9.52pm

155.21 Minutes approved and accepted as correct

Chair.....

Dated