

**MINUTES OF THE MEETING OF THE ADMINISTRATION AND FINANCE COMMITTEE
HELD AT 7.30PM ON THURSDAY 3 SEPTEMBER 2020
BY ZOOM VIDEO AND WEB CONFERENCING.**

PRESENT: Councillors: R Capewell, R Gahan, C Grafton-Reed, D Howe, S Oliver, and P Shipman

APOLOGIES: Councillor Porter and Graves

APOLOGIES NOT RECEIVED:

CLERK: Mrs D S Barber

130.20 **1. APOLOGIES**
Apologies were received and accepted from Councillor Porter and Graves.

131.20 **2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR
DISPENSATIONS**

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

COUNCIL MANAGEMENT

3. MINUTES OF THE ADMINISTRATION AND FINANCE MEETING

Members received the Minutes of the Administration and Finance meeting held on Thursday 4 June 2020. Councillor Grafton-Reed proposed, and Councillor Oliver seconded that they be accepted as a true record. This was carried by a show of hands unanimously.

132.20 **RECOMMENDED: That the minutes of the Administration and Finance meeting held on Thursday 4 June 2020 are accepted as a true record.**

4. CORPORATE PLAN

Members were provided with the latest draft copy of Broughton Astley Parish Council's Corporate Plan. It was agreed that the Chair will provide a short report for inclusion. It was also agreed that a set of new photographs would be sourced to give a more up to date view / vision of the village. These will be included in a final draft to be presented for approval at the next meeting in December.

133.20 **RECOMMENDED: That the new photographs and Chairs report will be included in the final draft Corporate Plan which will be presented at the next meeting in December for approval.**

5. POLICIES AND PROCEDURES

Members were provided with several policies which required updates, amendments or were new listings. Members reviewed each document and approved the recommended amendments, made additions. The committee asked that the new policies on Safeguarding Vulnerable Adults and Safeguarding Children were reviewed to ensure all the content is applicable and accurate, that the Parish Manager is the designated officer before being passed to Parish Council for ratification.

134.20

RECOMMENDED:

- 1. That amendments and additions to the selected Polices and Procedures are accepted.**
- 2. That the Safeguarding Vulnerable Adults and Safeguarding Children Policies are reviewed to ensure all the content is applicable and accurate, that the Parish Manager is the designated officer before being passed to Parish Council for ratification.**

6. FINANCIAL REGULATIONS

Members reviewed Broughton Astley Parish Council's Financial Regulations and approved the suggested amendments. The Parish Office were requested to investigate whether the council's bank offered a two-level security arrangement when using electronic payment methods. Concern was raised that it would be over a month before the accounts are presented to council before any indication of fraudulent activity could be identified.

135.20

RECOMMENDED:

- 1. That the Parish Office investigate whether the councils bank offer a two-level security arrangement when electronic payment methods are used.**
- 2. That the Financial Regulations are accepted.**

7. FIRST BUDGET REVIEW

The first draft budget for 2021/22 was presented to Members with recommendations for the inclusion of new budget headings for a rolling programme to repair and replace existing mowing equipment. It was agreed that most of the existing budgets remain the same as the previous year and to remove any unused budget headings from the sheet. The budget will have closer scrutiny at the first budget setting meeting of the Parish Council in November.

136.20

RECOMMENDED: That the first draft budget is produced and presented to full council in November at the budget setting meeting.

137.20

The meeting closed at 9.14pm

138.20

Minutes approved and accepted as correct

Chair.....

Dated