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Minutes of a meeting of the **Finance & Governance Committee** which was held on Thursday 15<sup>th</sup> July 2021 at 7pm.

Present:- Rosemary Thew (Chairman), Jenny Girling, Jane Armstrong, Edward Hackford & Nigel Sutcliffe.

Clerk:- Tracey Bayfield

Public:- 0

1. **Apologies for Absence** were *accepted* from Iain Wolfe.
2. There were no **Declarations of Interest** from members.
3. *Resolved* to approve the **Minutes** of the meeting held on Tuesday 27<sup>th</sup> April 2021 as a true record.
4. **Open Public Session** – No members of the public were present.
5. *Resolved* to accept the following items;
  - Quarterly **Internal Audit Report** dated 6<sup>th</sup> July 2021– Cllr Jane Armstrong questioned whether the minutes reflected the historic reports.
  - **Bank Reconciliation** reconciled to statement no. 463 for Co-operative current account.
  - First **Quarter figures** – both income & expenditure against budget variance.
- i) *Resolved* to redraft the **4 Year Strategy**, calling it an ‘Operational Project Plan’ and bring back to the next committee meeting.
6. *Resolved* that each committee member is initially sent 3 **Policies** to review ahead of the next committee meeting. (Note this is a list formulated from our current policies and other suggestions, the only exception being the one highlighted in bold, which we shall now consider.)
  - i) Absence Management
  - ii) Advertising on BPC Land
  - iii) Anti-Bullying & Harassment
  - iv) Best Value
  - v) Child Protection & Vulnerable Adults
  - vi) Community Fund Request Form
  - vii) Complaints
  - viii) Co-option
  - ix) Coronation Car Park Usage
  - x) **Coronation Car Park – Workers Permits**

- xi) Death of a Senior Royal
- xii) Dignity at Work
- xiii) Disability Discrimination
- xiv) Disciplinary Procedures
- xv) Document Retention
- xvi) Equality & Diversity
- xvii) Facebook/Social Network
- xviii) Financial Regulations – *adopted April 2021*
- xix) Financial Risk Assessment – *adopted April 2021*
- xx) Freedom of Information Act 2000
- xxi) General Data Protection Regulations
- xxii) General Power of Competence
- xxiii) Grant Awarding
- xxiv) Gray's Funfair
- xxv) Grievance
- xxvi) Gritting
- xxvii) Health & Safety
- xxviii) Localism
- xxix) Lone Working
- xxx) Lost Property
- xxxi) Member Officer Protocol
- xxxii) Model Code of Conduct
- xxxiii) Playing Field Parking
- xxxiv) Power of Wellbeing
- xxxv) Press Release
- xxxvi) Public Noticeboard
- xxxvii) Public Participation
- xxxviii) Press & Media
- xxxix) Public & Press Reporting at Meetings
- xl) Residents Parking Permits
- xli) Standing Orders – *adopted April 2021*
- xl ii) Training Policy – Staff & Members
- xl iii) Transparency
- xl iv) Whistleblower

**Coronation Car Park – Workers Permits – Resolved** that the following amendments be made to the June 2020 copy; Permits to be charged at £25 for 3 months, £50 for 6 months and £100 for 12 months (plus VAT) – this recommendation to be taken to Full Council. Point no. 7 to be removed entirely.

7. The next quarterly meeting of the **Finance & Governance Committee** is scheduled for Thursday 7<sup>th</sup> October 2021.

8. **Clerk/RFO Report** – There are other documents to be reviewed and these will be listed in due course.

Meeting closed at 8pm.

Chairman \_\_\_\_\_