

CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE

17 July 2023

COUNCILLORS PRESENT: Chairman Cllr Child; Councillors Bicknell, Davies, H Broadhurst, Jones, Attrill, Abraham and Beer.

In Attendance: Hilary Blaker (Clerk), Cllrs A Broadhurst and Duguid also in attendance.

Public Participation:

There was one member of the public present who passed no comment.

1. ELECTION OF CHAIRMAN

Due to pressures of work Councillor Scott has requested to stand down as Chair of Policy and Finance Committee. Following nomination, seconding and a show of hands Councillor Attrill was appointed as Chair.

2. ELECTION OF VICE CHAIRMAN

Following nomination, seconding and a show of hands Councillor Beer was appointed as Vice Chair.

3. APOLOGIES

There were apologies from Cllr Scott and Baker.

4. DECLARATIONS OF INTEREST

There were none.

5. TO ACCEPT THE MINUTES OF THE 13 APRIL 2023 COMMITTEE MEETING.

Following proposal, seconding and on a show of hands these were ACCEPTED.

6. MATTERS FOR RESOLUTION

- a) To discuss and agree the rolling review of current policies as per the Policy List, including recommendation from Audit and Risk Committee to review Lone Working Policy as priority.**

Following discussion. it was agreed that a working party would be created to make comment on Lone Working and Legionella policies. The working party would comprise of Cllrs Beer, Attrill, Davies and Jones.

- b) To discuss and agree revisions to Equality and Diversity policy,**
c) To discuss and agree revisions to IT, Email and Social Media policy,
d) To discuss and agree revisions to Privacy policy,

Following discussion, it was agreed that the working party would review the policies referenced within agenda item 6b, c and d and provide comment to the Clerk.

- e) To note update on banking mandate change and signatories**

Mandate changes have been delayed due to additional identification information required. This has now been provided and the Clerk will follow up with Barclays.

- f) To receive brief update on transition to Unity Trust and Scribe**

The switch to Unity Trust bank has been delayed due to the required mandate change with Barclays. It was noted that the recent changes to staff workload has impacted upon the transition to Scribe.

- g) To discuss and agree for Parish Council website to be redesigned.**

Following proposal, seconding and a show of hands it was agreed for the Clerk to proceed with instructing the redesign of new website on condition that a backup is saved of existing website and new website is presented to Council prior to going live.

- h) To note renewal of annual insurance policy with Zurich Insurance.**

Noted

5. TO NOTE THE FINANCIAL REPORTS:

- i. to receive the 1st quarter's draft financial reports and**
- ii. to agree the payments made from the SAGE payment summary.**

The limitations of the reports were NOTED due to the progress of transition to new financial reporting system. Following proposal, seconding and on a show of hands the payments were AGREED.

6. TO MATTERS TO BE TAKEN TO THE COMMITTEE'S NEXT AGENDA.

To report the progress of the transition to new accounting and banking systems, along with the design of a new website. The Equality and Diversity, IT, Email and Social Media and Privacy policies will be reviewed with a view to adopting.

7. DATE AND TIME OF NEXT MEETING

The date was confirmed as Monday 11 September 2023, at Fryern Pavilion.

That being all the business the meeting closed at 8.15p.m.

Chairman.....

DRAFT