



**MINUTES OF THE FINANCE AND POLICY COMMITTEE OF STANSTEAD ABBOTTS
PARISH COUNCIL HELD VIRTUALLY ON TUESDAY 23RD MARCH 2021 AT 7.30PM**

Present: Councillors: J.Witting Chairman
P.Breach
J.Davies
M.Dormon

Also Present: S.Neighbour Clerk

Apologies: M.Howlett

27/21 PUBLIC FORUM

There were no members of the public present.

28/21 APOLOGIES

Apologies were received from Cllr Howlett.

29/21 DECLARATIONS OF INTEREST

There were no declarations of interest.

30/21 MINUTES OF THE LAST MEETING

The minutes of the Finance and Policy Committee on 30th September 2020 were agreed as a true record of the meeting and will be signed by the Chair as soon as it is safe to do so.

31/21 DRAFT CALENDAR OF MEETINGS AND FORWARD PLAN 2021/22

The proposed January meeting date was changed from 5th January to 26th January 2022 to allow sufficient time for the preparations of papers after the Christmas break.

RESOLVED: A calendar of meeting dates was agreed by the committee 21/22.

32/21 FINANCE REPORTS

A copy of the annual budget report was circulated to members of the committee prior to the meeting.

RESOLVED: The budget report was noted and it was agreed that the clerk would provide a list of payments made by the Council to each Council meeting going forward and to add in a variance column to monitor budget versus spend.

33/21 ANNUAL GOVERNANCE AND REVIEW (AGAR) FINAL REPORT 19/20

A copy of the AGAR final report was circulated to committee members prior to the meeting. Due to an administrative error that occurred during the submission of the AGAR in 19/20 the review remains incomplete.

RESOLVED: That the clerk contacts the external auditors to obtain completion of the review.

34/21 ANNUAL REVIEW OF THE COUNCIL ASSET REGISTER

A draft copy of the Council asset register was circulated prior to the meeting. It was highlighted that the column titled street furniture should be renamed to streetlights, the laptop purchased in 2014/15 be removed, and the equipment used by the handyman be checked again. Cllr Dormon will assist the clerk with ensuring the photo asset register is up to date.

RESOLVED: The Clerk to amend the Council asset register to reflect the changes discussed and to complete the photo asset register.

35/21 ANNUAL REVIEW OF THE COUNCIL INSURANCE POLICY

The Council's current policy is due for renewal in May 2021. The new policy will need to reflect the additional outdoor gym and toddler equipment that is currently being installed in the village playground.

RESOLVED: The clerk to obtain additional insurance quotes for 2021/22 and inform the current providers of any changes over the last year.

36/21 ANNUAL REVIEW OF THE COUNCIL STANDING ORDERS

The Council's current Standing Orders were reviewed by the committee.

RESOLVED: The Council's current Standing Orders were approved by the Committee and will be recommended to Council for adoption in May.

37/21 ANNUAL REVIEW OF THE FINANCIAL REGULATIONS

The Council's current Financial Regulations were reviewed by the committee.

RESOLVED: The Council's current Financial Regulations were approved by the Committee and will be recommended to Council for adoption in May.

38/21 ANNUAL REVIEW OF COUNCIL STATEMENT OF INTERNAL CONTROLS

This document is no longer required as it was replaced by the Council Risk Assessment and Key Controls policy.

39/21 ANNUAL REVIEW OF COUNCIL RISK ASSESSMENT AND KEY CONTROLS

The Council's current Risk Assessment and Key Controls policy was reviewed by the committee and some minor amendments were recommended.

RESOLVED: The clerk to make the necessary amendments to the policy and recommend the adoption of the amended versions at the next Council meeting.

40/21 POLICY REVIEW

The committee reviewed the suggested amendment to the existing Council's Social Media policy and draft remote meeting policy and recommended combining the two policies with some additional changes.

RESOLVED: Cllr Witting to amend the existing policy and circulate to the committee for comment.

41/21 COUNCILLOR COMMUNITY ENAGAGEMENT POLICY

The committee discussed representation of the Parish Council on outside groups and organisations, specifically the Chairman's.

RESOLVED: An up-to-date list of the current Parish Council representation on outside groups and organisations to be produced and considered for delegation at the AGM in May. Cllr Witting and Cllr Breach to investigate whether it is appropriate for the Chair to sit "ex officio" on committees of community organisations in the light of advice previously received by the Council

42/21 TO AGREE DATE OF NEXT MEETING

The next meeting of the Finance and Policy Committee will be on Wednesday 2nd June at 7.30pm