



Stanstead Abbots Parish Council

www.stansteadabbottsparishcouncil.gov.uk

Minutes of the Finance and Policy Committee meeting held on Wednesday 26th January 2022 at 7.30pm in the Ashlea Room

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

Also Present: S.Neighbour, Clerk

Apologies: Cllr J. Davies, Cllr M. Howlett

18/22 PUBLIC FORUM

There were no members of the public present.

19/22 APOLOGIES

Apologies were received from Cllr Julia Davies and Cllr Mo Howlett.

20/22 DECLARATIONS OF INTEREST

None

21/22 MINUTES OF THE LAST MEETING

The notes of the Finance and Policy Committee meeting on 3rd November 2021 were approved and signed by the Chairman.

22/22 GRANT APPLICATION

The committee agreed to recommend the approval of a £500 grant to the Citizens Advice Bureau to the next Council meeting. The clerk will ask for promotional material on the services available to residents so this information can be shared on social media, the website, and the notice boards. The clerk will also request that any future grant applications are submitted within the required time period.

23/22 BUDGET REPORT

The clerk advised that we are still waiting for the reimbursement of £3662 for the outdoor furniture purchased as part of the Welcome Back Fund. Cllr Dormon advised he is the process of applying for a grant of £15000 for playground maintenance to cover the replacement of the damaged wet pour in the village playground, painting of the bollards and railings in the high street and new fencing to surround the outdoor gym area.

24/22 REVIEW OF COMMITTEES TERMS OF REFERENCE

To review the Terms of Reference (T of R) for all Committees:

All three committees T of R need to be standardised to include how many times they meet, quorum and membership.



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- **Finance and Policy Committee**
 - Membership must be Cllrs only (refer to Standing Orders)
 - Add oversight of Auditors
 - Add option to co-op another Cllr by Chair to remain quorate
 - Take freedom of information line out
 - Include staff grievances
 - More specific – Recruitment Process
 - Resilience Plan for the Parish (booklet or manual) put on forward plan
 - Responsible for not work to
 - Risk assessment and not risk management
 - Add Financial Regs
 - Ability to form a Grievance panel of 3 Cllrs not to include the Chairman of the Council or any Cllr involved in the grievance as and when required

- **Maintenance and Traffic Committee**
 - M and T to review then updated version get approved at annual meeting
 - Include wording - Working with the relevant authorities to improve traffic management in Stanstead Abbots
 - Add Maintenance and record keeping associated with parish council assets.
 - Members of this committee may be co-opted

- **Planning Committee**
 - Don't need to have power to authorise expenditure

25/22 POLICY REVIEWS

To review the following policies:

- **Freedom of Information Policy**
 - We need to have a publication scheme
 - If there is a charge if there is a cost to us, but this will be advised beforehand

- **Staff Grievance Policy**
 - Process needs to be clear with a timetable
 - Use sample grievance process for small business
 - Try to resolve informally in first instance
 - First formal step go to chair if it is regarding chair go to vice chair
 - Next step Panel of 3 chosen by F and P and they make final decision end of the process.
 - Bring an adult of their choice to accompany and provide support – look at Herts CC policy for wording

26/22 The next meeting of the Finance and Policy Committee will be on Wednesday 2nd March.

The meeting ended at 8.33pm.

Chairman **Date**.....