



## **Stanstead Abbots Parish Council**

[www.stansteadabbottsparishcouncil.gov.uk](http://www.stansteadabbottsparishcouncil.gov.uk)

### **Minutes of the Finance and Policy Committee meeting held on Wednesday 2nd March 2022 at 7.30pm in the Ashlea Room**

**Present:** Councillors: J.Witting Chairman  
J. Davies  
M.Dormon

**Also Present:** S.Neighbour, Clerk

**Apologies:** Cllr P. Breach, Cllr M. Howlett

#### **27/22 PUBLIC FORUM**

There were no members of the public present.

#### **28/22 APOLOGIES**

Apologies were received from Cllr Paul Breach and Cllr Mo Howlett.

#### **29/22 DECLARATIONS OF INTEREST**

None

#### **30/22 MINUTES OF THE LAST MEETING**

The notes of the Finance and Policy Committee meeting on 26<sup>th</sup> January 2022 were approved and signed by the Chairman.

#### **31/22 ANNUAL REVIEW OF THE COUNCIL ASSET REGISTER**

The Council Asset Register was updated by the Clerk prior to the meeting, the committee reviewed the updated version. The outdoor benches purchased through the Welcome Back Fund are not officially owned by the Parish Council until 1<sup>st</sup> April 2022 so the Clerk will add a note to the asset register to reflect this. Clerk to add breakdown of new play equipment and wet pour itemising individual items purchased. The original playground equipment also needs to be itemised but will need to look back through old records to do the itemisation, Cllr Witting may have some records of the individual items purchased. It was agreed that the streetlights would be discussed at the next F and P Meeting in June.

#### **32/22 ANNUAL REVIEW OF THE COUNCIL STANDING ORDERS**

The clerk formatted the latest model version of the Standing Orders from National Association of Local Councils, and some local amendments were discussed, and changes made. Clerk will keep in the provision of substituting council members to committees to ensure meetings are quorate.



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#### **33/22 ANNUAL REVIEW OF THE COUNCIL FINANCIAL REGULATIONS**

The clerk formatted the latest model version of the Financial Regulations from the National Association of Local Councils, and some local amendments were discussed, and changes made.

#### **34/22 ANNUAL REVIEW OF COUNCIL STATEMENT OF INTERNAL CONTROL**

This no longer exists as was superseded by the Council Risk Assessment and Key Controls.

#### **35/22 ANNUAL REVIEW OF COUNCIL RISK ASSESSMENT AND KEY CONTROLS**

The Council Risk Assessment and key controls was reviewed, and some revisions were made, the clerk will provide the Chairman with a paper copy of all log in details and passwords.

#### **36/22 REVISED TERMS OF REFERENCE**

**APPROVED:** the Finance and Policy Committee revised terms of reference.

#### **37/22 DRAFT MEETING DATES AND FORWARD PLAN**

The committee reviewed and agreed the draft meeting dates and forward plan.

#### **38/22 The next meeting of the Finance and Policy Committee will be on Wednesday 1<sup>st</sup> June.**

**The meeting ended at 8.28pm.**

**Chairman .....**      **Date.....**