



FINANCE & POLICY COMMITTEE
17th October 2023

PRESENT: Councillor Jane Russell (Chairman)
Councillor Charmaine Crossley (Vice Chairman)

Councillor Alan Biggs	Councillor Rev'd J. Macro
Councillor Toni Coombs	Councillor Pat Morrow
Councillor Lindsey Dedden	Councillor Matthew Parker
Councillor Spencer Flower	Councillor Carol Traves

In Attendance: Carrie Lloyd, Town Clerk, Jan Sebire, Assistant Town Clerk
Public: 0

159/23/24 **Public Questions**

There were none.

160/23/24 **Minutes of the Finance & Policy Committee meeting held 19th September 2023**

Subject to amending 2 typographical errors, the minutes were approved and signed by the Chairman as a true and accurate record. The Clerk was requested to complete an action update for Members at each meeting.

161/23/24 **Apologies for Absence**

Apologies were received from Councillors Sandra Grove, Simon Gibson, Andy Maw and Philip Mann.

162/23/24 **Declarations of Interest**

None.

163/23/24 **RECOMMENDATIONS FROM THE RISK SUB COMMITTEE**

Members **RESOLVED** that the Play Area Risk assessments be noted and reference to the Council's Tree Policy & inspection regime be included in future.

Action; Town Clerk

164/23/24 **BIODIVERSITY POLICY**

Members noted the draft Policy as a starter document and **RESOLVED** that the Policy at Appendix A be approved and consideration be given to expanding it at future meetings.

Action; Town Clerk

165/23/24 **BRING YOUR OWN DEVICE POLICY**

Members considered the draft Policy but were of the opinion that some terminology was not plain English, it failed to address Elected Members use of

equipment. The Town Clerk was requested to obtain further advice & clarification and bring the item back to the next meeting.

Action; Town Clerk

166/23/24 **RECOMMENDATION FROM HR SUB COMMITTEE – STAFF HANDBOOK**

This item will be considered at the next meeting of the Committee.

167/23/24 **FINANCIAL UPDATE**

Members noted the payments made in September and the six month actual compared to budget. Members suggested that should the fridge at the youth & Community Centre break down in future then a new one be purchased rather than it being repaired again. Concern was expressed at the deficit on Youth Club Trips. The Clerk clarified that the 6 months' expenditure included 2 trips that had not taken place in the Summer and the credit would be carried forward to 2024 and the cost of the trip to Thorpe Park was fully included in the figures but a large portion of the income was not received until October. She undertook to ensure that the Youth Worker was aware of Members' concerns. **RESOLVED** that September payments be approved.

Action; Town Clerk

168/23/24 **REVIEW OF GRANTS POLICY**

Members considered the current Policy and **RESOLVED** that the Policy at Appendix B be approved.

Action; Town Clerk

169/23/24 **FUTURE AGENDA ITEMS**

- Bring your own device Policy
- Staff Handbook
- Medium Term Financial Plan – Budget, Accounts & Audit Sub Committee will consider this in October/Nov
- GDPR Policy – will be brought to Committee in November

170/23/24 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED that under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting by reason of the confidential nature or debate of the business to be transacted.

171/23/24 **YOUTH AND COMMUNITY CENTRE USE**

Members noted that further information was required and **RESOLVED** that this matter be considered by Council in October.

Action; Town Clerk

The meeting closed at 8.48 p.m.

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Chairman