

## Finance & Governance Sub- Committee

Notes of Meeting held on 20 October @ 11.00 in the Pavilion building

**Present;**

**Cllr Colin Hillary Chair**

**Cllr Amanda Hopgood**

**Cllr Clive Beddoes**

**Cllr Peter Dawson**

**David Temple Parish Clerk**

**Cllr Terry Moderate (part time) Observing**

**Apologies;**

**Cllr Simmons**

**Cllr Holland**

### 1. Terms of reference

**Approved already by full Council**

### 2. Governance

- **Policies & Procedures**– general overview of what we have in place and what we need to action

**It was agreed as a general policy that all such procedures and policies be kept in a single file location. There is to be an index sheet with policies listed and provision for the then Chair of the Parish Council to sign each year at the appropriate time that the policies have had their annual review. This will negate the necessity for each individual policy to be signed each year.**

**Clerk**

- a. Age verification Policy  
**Accepted ; This document will become part of any hire agreement where alcohol will be available during the event. It will be a requirement that the hirer designates a “Responsible Person” who will sign this document and ensure its provisions are complied with**
- b. Safeguarding Policy  
**Accepted**
- c. Environmental Policy  
**Accepted**
- d. Equality & Diversity Policy

## Accepted

- e. Finance Policy  
**Accepted. Details of the Statutory Financial Regulations are already on the Parish website. This policy details specifics of how the Council will treat finances.**
  
- f. Grievance & Disciplinary Policy\*  
**Needs more work. Sections to be added to clarify implementation of disciplinary or Grievance hearings and/or appeals. AH supplied relevant documentation to review.** **CH**
  
- g. Health & Safety Policy  
**Accepted with one minor amendment (P5 Section 2 item 1a H&S Sub-committee changed to Finance & Governance sub Committee) PMN Done.**
  
- h. Risk Assessment Policy\*
  - i. **List of risk assessments required and a daily/weekly/monthly/yearly routine check of risks established. Councillor Hopgood agreed to provide examples of the check lists used at Newton Hall Community Centre for consideration.** **AH**
  - ii. **Existing Policy to be updated with requirements arising.** **CH**
  
- i. Social Media Policy\*  
**Deferred for closer appraisal** **PD**
- j. CCTV Policy \*  
**Deferred for closer appraisal** **PD & Parish Clerk**  
PD and Clerk to attend course on 1 Nov on Data Protection Statutory requirements. This directly impacts on this policy
  
- k. Freedom of Information  
**Freedom of Information Publication Scheme already available on Parish Website**
  
- l. Recording of Parish meetings  
**Public Filming, Recording and Reporting at Council Meetings Policy already available on the Parish website**

m. Website Policy \*\*

**To be linked with the Social media policy** **CH/PD**

n. Pavilion hiring Policy

**To be looked at by Buildings and Grounds Sub-committee as well as items below. Pricing of hire to be treated as part of a Business Case review. SUBJECT OF NEXT MEETING OF THIS COMMITTEE.**

**Finance & Governance Committee**

- i. Times of day when hiring to be permitted (block out all days when used by Bowling Club.
- ii. Football matches? Possible if referee uses back door to access changing room.
- iii. Casual bowling suspended when room in use?
- iv. Brian to access through back door only during hires?
- v. How will bookings be taken/approved?
  1. Arrangement community centre?
  2. Telephone in club house? Brian to handle
  3. Clerk
  4. Who judges suitability of hirer.
  5. Charges
  6. Opening and closing responsibility?

\* needs amending

\*\* yet to be produced

**A) Those items marked Accepted will be recommended at the next full Council meeting for approval**

**B) The chair queried whether the pavilion had a Premises licence> Parish Clerk to check** **Clerk**

**C) Other items for future meetings;**

- i) Contracts of employment
- ii) Asset register
- iii) Induction of Councillors

## **Subjects for future discussion**

### **3. Financial Issues**

- **Business Case Clerk has been asked to supply info re costs, contracts in place etc. CH to email details.** **CH**

### **4. Reserves available for possible future projects**

- Roof including widening of front door

- War memorial
- Painting fence
- Brass side play area
- Future of playing field Newcastle Terrace
- Screens showers pavilion changing rooms
- Improve access lighting car park to pavilion

## **Next Meeting**

**Tuesday 14 November @ 10.00 Pavilion**