

Goudhurst Parish Council



POLICY AND STAFF COMMITTEE

Minutes of a Virtual Meeting held on Tuesday 01 December 2020 at 7.30 pm, via Zoom.

Present: Cllrs David Boniface, Craig Broom, Chris Ditton, Antony Harris (Chairman), Phil Kirkby, David Knight, Mrs Caroline Richards and Guy Sutton.
Mrs Claire Reed as Clerk and Anthony Farnfield, Deputy Clerk.

Apologies were accepted from: Cllrs Barry Noakes (TWBC Meeting), Alan Foster (no reason given), Peter Wood (Unwell). No apologies were received from Mrs Jayne Russell.

Declarations of Interests: There were none.

Asset Register. It was **agreed to recommend to Council** that the updated Asset Register be accepted as an accurate record of the Council's assets.

Insurance Cover. It was **agreed to recommend to Council** that the Council's amended insurance schedule and associated increase in premium of £ 114.68 be accepted.

Risk Assessment. This was reviewed in detail and it was **agreed to recommend to Council** that the updated Risk Assessment be accepted.

Banking. It was **noted** that the additional signatories for UTB; Cllrs Antony Harris, Craig Broom and David Knight were still awaiting internet banking log in details.

Audit. It was **agreed to recommend to Council** that Mr David Buckett be invited to carry out the internal audit of Council's 2020/2021 accounts.

Standing Orders. These were reviewed and it was **agreed to recommend to Council** that the minor amendments be accepted.

Financial Regulations. The RFO introduced the Financial Regulations and highlighted two minor amendments to take account of the additional bank account signatories and the new UTB credit card. It was **agreed to recommend to Council** that the updated Financial Regulations be accepted.

Council's Policies. These were reviewed without any changes being suggested. It was **noted** that Clerk will begin a rolling review of all published Council policies in the New Year.

Annual Memberships and Grants and Direct Debit arrangements. It was **agreed** that these will be reviewed at the December meeting of Council

Committees Responsibilities and Membership. It was **noted** that this Standing Order was revised in October 2020 to reflect the changes in Committees and Committee memberships. It was **agreed** that no further changes were required.

Budget and Precept 2020/21 and 2021/22. Draft Budget figures were discussed at length. It was **agreed** that the budget will be further discussed for approval at the December Council meeting once the requested amendments have been made.

The meeting closed at 9.25 pm