

**MINUTES OF THE FINANCE COMMITTEE MEETING OF OTTERY ST MARY TOWN  
COUNCIL HELD IN THE COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD  
STREET, OTTERY ST MARY ON WEDNESDAY 26<sup>TH</sup> APRIL 2017 AT 2.00PM**

<b>PRESENT</b>	<b>Chairman</b>	Councillor Bartlett
	<b>Vice Chairman</b>	Councillor Gori
	<b>Committee Members</b>	Cllrs Holmes, Dobson, Pang and Edwards together with the Town Clerk

F17/04/01

**TO RECEIVE APOLOGIES FOR ABSENCE**

Cllr Pratt

F17/04/02

**TO RECEIVE DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA AND  
RECEIPT OF REQUESTS FOR NEW DISCLOSABLE PECUNIARY INTERESTS (DPIS)  
DISPENSATIONS FOR ITEMS ON THE AGENDA**

There were none

F17/04/03

**IN CONSIDERATION OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT  
1960 (PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BY  
REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE  
TRANSACTIONED): TO AGREE ANY ITEMS TO BE DEALT WITH AFTER THE PUBLIC  
AND PRESS HAVE BEEN EXCLUDED**

There were none

F17/04/04

**NEW SEAT AT TENNIS COURTS**

The old seat which had collapsed had now been removed. At the present time it was recommended it not be replaced

F17/04/05

**FINAL APPROVAL OF THE PROPOSED RESERVES POLICY**

The draft Policy was recommended for approval without amendments

F17/04/06

**GROUNDS MAINTENANCE CONTRACT AND HANDYPERSON UPDATE**

It was understood that a local person was keen to take on the role of Handy Person to work on a self-employed basis. However there was a delay with him obtaining public liability insurance. Once this was in place he could go ahead with a number of jobs that were waiting to be carried out. He would report direct to the Clerk. It was intended that the Mayor would speak to him in the next few days to progress the matter. With regards to the grounds maintenance work, the Mayor/Deputy Mayor was liaising with Shaun Davey as it was understood he was interested in carrying out this work. It was understood that Shaun also had Chapter 8 Training which would enable him to carry out additional tasks around the town. Subject to Shaun agreeing to take on the grounds maintenance work (as well as his existing cemetery work) it was recommended that the Council appoint him accordingly

F17/04/07

**FUTURE COUNCIL CONTRACTS FOR WORKS AND THE WAY FORWARD (TO INCLUDE CONSIDERING THE IMPLEMENTATION OF A DUE DILIGENCE POLICY; AWARENESS OF PROCUREMENT REQUIREMENTS AND AWARENESS OF THE NEW TRANSPARENCY REQUIREMENTS FOR PUBLISHING ON CONTRACTS FINDER RE THE NAT WEST BANK CONTRACT)**

All the documentation was considered and the Due Diligence Policy was recommended for approval. The Clerk advised that with any contracts that the Council was proposing to enter into in the future, it was important that the Due Diligence Policy be applied particularly where large amounts of money were involved and also to ensure that the Procurement requirements was adhered to in view of the Council being a public authority. The Clerk advised that the new transparency requirements made it compulsory for any contract that the Council entered into and which was in the sum of £25,000 or more, had to be entered on the government website – Contracts Finder. The details of the contract with Dave Strawbridge re the Nat West Bank were now on this website, although it had been a laborious process for the Clerk to undertake!

F17/04/08

**TO CONSIDER AND MAKE RECOMMENDATIONS REGARDING THE QUARTERLY AND 12 MONTHLY FINANCIAL REPORTS**

The quarterly and 12 monthly financial reports were recommended for approval

F17/04/09

**TO COMPLETE SECTION 1 OF THE ANNUAL GOVERNANCE STATEMENT 2016/17**

It was understood that this part of the Audit Return had to be completed prior to the remaining sections of the Return. All sections of Section 1 were recommended to be completed to state `yes` in questions A-J and `N/A` in question K

F17/04/10

**CONSIDERATION OF THE PROPOSED REVISIONS TO THE COUNCIL`S FINANCIAL REGULATIONS IN ACCORDANCE WITH THE NEW 2016 NALC TEMPLATE**

The amendments were recommended for approval

F17/04/11

**CONSIDERATION OF THE COUNCIL`S INSURANCE POLICY AND TO RECOMMEND ANY AMENDMENTS THERETO**

It was recommended that the insurance policy be updated to reflect the current assets/properties of the Council as shown highlighted red on the existing policy

F17/04/12

**CONSIDERATION OF THE COUNCIL`S ASSET REGISTER AND TO RECOMMEND ANY AMENDMENTS THERETO**

It was recommended that the Asset Register be updated to reflect the current assets of the Council as shown highlighted red on the existing Asset Register. It was suggested that Cllr Faithfull check Strawberry Lane to ascertain what grounds maintenance equipment was being stored there in order that the Asset Register correctly reflected the position

F17/04/13

**CONSIDERATION OF CLLR GORI'S RISK ASSESSMENT DOCUMENTS AND TO MAKE ANY AMENDMENTS THERETO**

Cllr Gori advised that she and the Clerk had worked on the documents and she considered that the Council would have an excellent Risk Assessment in place, subject to the Council approving the same. Therefore the current updated Risk Management Policy and Risk Assessment, together with the additional supporting documents (as completed by the Clerk) be recommended for approval

F17/04/14

**TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO FINANCE**

The matter of the Twinning Association being misinformed by the Council about the annual grant they were receiving, had prompted the Association sending a rather abrasive letter to the Council. It was understood that if the letter had been couched in a more amenable manner that the Council may have reconsidered more favourable, the Association's request for the Council to pay the original amount it had stated in correspondence.

F17/04/15

**TO CONFIRM THE DATE OF THE NEXT MEETING**

To be confirmed

**Meeting Closed at 3.20pm**

**Mayor's signature: ..... Date:.....**