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Friday, 11 September 2020

To: Members of the Policy & Finance Committee (Councillors S Jones, A Dodwell, D Bowater, C Palmer, R Berry, T Morris, G Perham, D Scott, M Freeman, R Goodchild and S Owen)

(Copies to all Town Councillors for information)

## NOTICE OF MEETING

You are hereby summoned to attend a meeting of **Policy & Finance Committee** to be held on **Monday, 21 September 2020** commencing at **7.30 pm**. This will be a remote meeting held via Microsoft Teams in accordance with The Local Authorities and Crime Panels (Coronavirus)(Flexibility of Meetings)(England and Wales) Regulations 2020.

**THIS MEETING MAY  
BE RECORDED \***

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YmExZmQyMDktZmQzMy00NGVmLWFKyJctMDZIYzE2MzQ1NTRm%40thread.v2/0?context=%7b%22Tid%22%3a%2243be2b38-f73a-4576-be88-53d30b9697ef%22%2c%22Oid%22%3a%225c24f997-2ebc-40a3-9343-b16681c77adf%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmExZmQyMDktZmQzMy00NGVmLWFKyJctMDZIYzE2MzQ1NTRm%40thread.v2/0?context=%7b%22Tid%22%3a%2243be2b38-f73a-4576-be88-53d30b9697ef%22%2c%22Oid%22%3a%225c24f997-2ebc-40a3-9343-b16681c77adf%22%7d)

M Saccoccio  
Town Clerk

## AGENDA

### 1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

### 2. DECLARATIONS OF INTEREST

- i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- (ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item

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unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

**3. QUESTIONS FROM THE PUBLIC (3 MINUTES PER PERSON; MAXIMUM 15 MINUTES)**

To receive questions and statements from members of the public in respect of any item of business included in the agenda, as provided for in Standing Order No.s 3(f) and 3(g).

**4. MINUTES OF PREVIOUS MEETING (Pages 1 - 8)**

(a) To receive and approve as a correct record the minutes of the Policy and Finance Committee meeting held on 29 July 2020 (attached) in accordance with Standing Order 12.

(b) To receive information updates on matters arising from the previous meeting (if appropriate).

**5. EQUALITY AND DIVERSITY (Pages 9 - 12)**

As agreed by Council on 24 August 2020 following a request to the Proper Officer, to receive and consider a report in respect of equality and diversity (attached).

**6. COMMUNICATIONS UPDATE (Pages 13 - 28)**

To receive and note a six monthly Communications Update report (attached).

**7. RISK REGISTER UPDATE (Pages 29 - 32)**

To receive and note a mid-year update on the Council's Risk Register Action Plan for 2020-2021 (attached).

**8. ACCESSIBILITY REGULATIONS UPDATE (Pages 33 - 38)**

To receive and note an update on the Council's responsibility to comply with The Public Sector (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 (attached).

**9. JULY AND AUGUST PAYMENTS 2020 (Pages 39 - 50)**

To receive and note the schedule of payments made for July 2020 (attached) and August 2020 (to follow) (approved for payment by the Town Clerk and two bank signatories).

**10. QUALITY GOLD RE-ACCREDITATION (Pages 51 - 72)**

To receive a report regarding the Town Council's Quality Gold accreditation

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under the National Association of Local Councils' Local Councils Award Scheme (attached) and to consider the recommendation/s contained therein.

**11. COMMITTEE DECISIONS AND WORK PLAN (Pages 73 - 76)**

To receive and consider the Committee Work Plan for 2020-2021 (attached) including amendments as a result of the COVID-19 pandemic.

**12. TOWN COUNCIL STANDING ORDERS REVIEW (Pages 77 - 80)**

As agreed by Council on 24 August 2020 following a request to the Proper Officer, to receive a report regarding review of Standing Orders (attached) and to consider the recommendation/s contained therein.

**13. ASSET REGISTER (Pages 81 - 98)**

To receive and note the Town Council's asset register, in accordance with Standing Order 5 (k) (iv). (attached)

**14. INSURANCE CLAIMS REPORT (Pages 99 - 100)**

To receive and note a report regarding insurance claims in the period July 2019 – June 2020 (attached).

**15. ST BARNABAS CHURCH (Pages 101 - 102)**

To receive and consider a request for funding from St Barnabas Church (attached).

**16. NEIGHBOURHOOD PLAN (Pages 103 - 108)**

As agreed by Committee at its meeting on 18 September 2019, to review the Town Council's position in respect of the potential for a Neighbourhood Plan (report with recommendations attached).

\* Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member, officer or member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session. The use of images or recordings arising from this is not within the Council's control.

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