



MARTOCK PARISH COUNCIL

Finance and Resources Committee

Minutes of a meeting of the Finances and Resources Committee Wednesday 20th March 2019 at 5pm in the Market House, Martock

Present: Cllrs Graham Middleton (Chair), Neil Bloomfield and Marilyn Butler

In attendance: Adam Persson (Clerk), Robert Noakes (RFO) and Christine Berry (Deputy Clerk)

Apologies: Jenny Becker

No.	Subject	Comments
16/19	Parishioner participation – to hear any matters raised by members of the public	No members of the public were present.
17/19	Announcement that the meeting may be filmed or recorded	An announcement was made that the meeting may be filmed or recorded. It was AGREED to record the meeting.
18/19	To receive any apologies for absence	Apologies had been received from Jenny Becker.
19/19	To receive any declarations of interest	No declarations received
20/19	To receive a report on any dispensations granted	No dispensations granted
21/19	To agree the minutes of the meeting of 30 th January 2019 and deal with any matters arising	The minutes of the meeting were approved as a true record (enclosure) and signed by the Chair.
22/19	To confirm the actions agreed upon at that meeting have been completed	The Action List (enclosure) was reviewed. All actions had been completed.
23/19	To agree a roadmap for the new JISC compliant website	The Deputy Clerk made a presentation on the requirements for the proposed new website which would be compliant with JISC and incorporate the Democratic Services section of the Martock Online website and the Our Place website.

		<p>It was AGREED that JISC approved developers would be approached for quotes and mock-ups which would be circulated to members before being voted on at Full Council.</p> <p>ACTION: Deputy Clerk.</p>
24/19	To agree a higher specification for the agreed laptop purchase at an additional cost of £600.00	<p>As a result of further discussions about capacity, Somerton Computing had provided a revised quote for RAM 8GB laptops.</p> <p>It was AGREED to take the increase to Full Council for approval.</p> <p>ACTION: Clerk</p>
25/19	To note the authorised payment schedules for February	The authorised payment schedules for February (enclosures) were noted by the Committee.
26/19	To approve the Reserves Policy	<p>The Reserves Policy (enclosure) was discussed.</p> <p>A proposal was put forward that the Reserves Policy be recommended to Full Council for approval. Graham Middleton proposed and Marilyn Butler seconded the proposal.</p> <p>Unanimously AGREED.</p> <p>ACTION: Clerk</p>
27/19	To approve the Lone Working Policy	<p>The Lone Working Policy (enclosure) was discussed.</p> <p>A proposal was put forward that the Lone Working Policy be recommended to Full Council for approval. Marilyn Butler proposed and Graham Middleton seconded the proposal.</p> <p>Unanimously AGREED.</p> <p>ACTION: Clerk</p>
28/19	To approve the Allotment rental increase for 2019/20	<p>The Allotment rental increase for 2019/20 was discussed. It was proposed to increase the annual rental fee to £25.00 per plot and £12.50 per half plot.</p> <p>A proposal was put forward that the Allotment rental increase for 2019/20 be approved. Graham Middleton proposed and Marilyn Butler seconded the proposal.</p> <p>Unanimously AGREED.</p> <p>ACTION: Clerk</p>

		The Committee were advised that a skip for use by Allotment holders would be provided over the Easter weekend.
29/19	To nominate a Parish Councillor as an online banking signatory	A proposal was put forward that the Committee nominate Sylvia Williams to be an online banking signatory as per the Financial Regulations amended at the February Full Council meeting. Neil Bloomfield proposed and Graham Middleton seconded the proposal. Unanimously AGREED . ACTION: Clerk
30/19	To discuss any strategic items and any significant issues to be considered imminently in committee	Staffing cover was discussed in relation to specialist roles and the requirement for training. It was AGREED that locums would be the appropriate route should a long term absence occur.
31/19	To discuss any received correspondence relevant to the committee	An email had been received from the Retro Rally with information regarding this year's event. The Rally would take place on Sunday 7 th July with road closures in place between 10 – 11am with the destination venue outside the Parish. The most recent CCLA fact sheet had been received and would be distributed to members. ACTION: Clerk An email had been received from SSDC advising that the District Council's ten year economic development strategy had been approved.
32/19	To agree the date of the next meeting of the Committee	As the elections were taking place, it was AGREED to move the Committee's next meeting to Wednesday 12 th June at 7.00pm. ACTION: Clerk It was also AGREED that the Annual Parish Council meeting would take place on Wednesday 15 th May at 7.00pm and that the Annual Parish meeting would take place on Wednesday 29 th May at 6.30pm in the Parish Hall. ACTION: Clerk

The meeting closed at 6.17pm

Approved (date): 24th July 2019

Signed by the Chair: _____