



MARTOCK PARISH COUNCIL

Finance and Resources Committee

Minutes of a meeting of the Finances and Resources Committee

Wednesday 24th July 2019 at 6pm in the Market House, Martock

Present: Cllrs Neil Bloomfield, Marilyn Butler and Jenny Becker

In attendance: Adam Persson (Clerk), Robert Noakes (RFO) and Cllrs Louise Clarke and Les Hallett

Apologies:

No.	Subject	Comments
33/19	To appoint a Chair of the meeting	<p>In the absence of a Chair of the Committee, under Section 10.1 of MPC Standing Orders, a resolution was moved without notice to appoint a Chair from the members present.</p> <p>A proposal was put forward that the Committee appoint Neil Bloomfield to chair the meeting. Jenny Becker proposed, and Marilyn Butler seconded the proposal.</p> <p>Unanimously AGREED.</p>
34/19	Parishioner participation – to hear any matters raised by members of the public	No members of the public were present.
35/19	Announcement that the meeting may be filmed or recorded	<p>An announcement was made that the meeting may be filmed or recorded.</p> <p>It was AGREED to record the meeting.</p>
36/19	To receive any apologies for absence	No apologies had been received.
37/19	To receive any declarations of interest	No declarations received
38/19	To receive a report on any dispensations granted	No dispensations granted
39/19	To agree the minutes of the meeting of 20 th March 2019 and deal with any matters arising	The minutes of the meeting were approved as a true record (enclosure) and signed by the Chair.

40/19	To confirm the actions agreed upon at that meeting have been completed	The Action List (enclosure) was reviewed. All actions had been completed.
41/19	To approve the Risk, Asset and Insurance Registers	The Risk, Asset and Insurance Registers (enclosures) were reviewed. A proposal was put forward that the Risk, Asset and Insurance Registers be recommended to Full Council in July for approval. Jenny Becker proposed, and Marilyn Butler seconded the proposal. Unanimously AGREED . ACTION: Clerk
42/19	To agree an amendment to the Calendar of Parish Council meetings	The proposal to amend the Calendar of Parish Council meetings (enclosure) was discussed. A proposal was put forward that the amendment to the Calendar of Parish Council meetings be recommended to Full Council in July for approval. Neil Bloomfield proposed, and Jenny Becker seconded the proposal. Unanimously AGREED . ACTION: Clerk It was further AGREED to amend the word "contracts" to "expenditure" within the recommendation of delegated financial authority. ACTION: Clerk
43/19	To review and agree amendments to the Committee's Terms of Reference	The Committee's Terms of Reference as amended (enclosure) were reviewed. A proposal was put forward that the Committee's Terms of Reference be recommended to Full Council in July for approval. Neil Bloomfield proposed, and Jenny Becker seconded the proposal. Unanimously AGREED . ACTION: Clerk It was further AGREED to amend the word "contracts" to "expenditure" in Section 2. ACTION: Clerk
44/19	To approve the Burial Ground Fees for 2019/2020	The Burial Ground Fees for 2019/2020 (enclosure) were reviewed.

		<p>A proposal was put forward that the Burial Ground Fees for 2019/2020 be recommended to Full Council for approval. Neil Bloomfield proposed, and Marilyn Butler seconded the proposal.</p> <p>Unanimously AGREED.</p> <p>ACTION: Clerk</p>
45/19	To note the authorised payment schedules for March, April, May and June	The authorised payment schedules for March, April, May and June (enclosure) were noted by the Committee.
46/19	To agree the minimum level of reserves to be held by Martock Parish Council for the 2019/20 financial year	<p>The minimum level of reserves to be held by Martock Parish Council for the 2019/20 financial year were AGREED at £69,530.00.</p> <p>ACTION: RFO</p>
47/19	To discuss the process for policy reviews	<p>All policies are reviewed by the Committee and by Full Council where changes are made.</p> <p>A proposal was put forward that authority is delegated to the Clerk, Deputy Clerk and RFO to review and approve non-amended, policies without reference to Full Council or Committees of the Council. Neil Bloomfield proposed, and Marilyn Butler seconded the proposal.</p> <p>Unanimously AGREED.</p> <p>ACTION: Clerk</p> <p>It was further AGREED that this change to the policy review process did not include governance policies under statutory regulations.</p> <p>ACTION: Clerk</p>
48/19	To discuss any strategic items and any significant issues to be considered imminently in committee	<p>A resolution was moved without notice that the press and public be excluded from the following items due to the confidential nature of the business to be transacted.</p> <p>It was resolved to exclude the press and public from following items.</p> <p>Legal matters relating to the Long Orchard Project were discussed.</p> <p>Land acquisitions in the area were discussed.</p>

49/19	To discuss any received correspondence relevant to the committee	An email had been received from Came & Co advising that the process for the parish insurance pre-renewal invitation for 2020/23 will commence in the Autumn.
50/19	To agree the date of the next meeting of the Committee on Wednesday 11 th September 2019 at 7.00pm	Date of the next meeting was noted.

The meeting closed at 7.10pm

Approved (date): 30th October 2019

Signed by the Chair: _____