

MINUTES OF THE POLICY & RESOURCES COMMITTEE

2nd October 2023, 7:30pm
The Guildhall

Cllr Cook (Chair)	Present	Cllr Rowlands	Apology
Cllr Crayford	Present	Cllr Saunders	Apology
Cllr Eyre	Present	Cllr Thomas	Apology
Cllr T Martin	Apology	Cllr Perkin	Present

In attendance:

Louise Bareham (Town Clerk)

Public Questions:

None.

047. Apologies for Absence

Apologies were received from Cllr T Martin, Cllr Rowlands, and Cllr Saunders. Cllr Crayford had advised he would be late. It was noted that Cllr Perkin was substituting for Cllr Rowlands.

048. Declarations of Interest

None.

049. Minutes of the Previous Meeting and Matters Arising

It was proposed by Cllr Eyre, seconded by Cllr Cook, and on being put to the meeting it was **RESOLVED to accept the Minutes of the Policy and Resources Committee Meeting dated 4th September 2023.**

050. Month End Reports

It was proposed by Cllr Eyre, seconded by Cllr Cook, and on being put to the meeting it was **RESOLVED to accept the Month 5 Month End Reports.**

051. Payments for Authorisation

The Town Clerk reported that she had not received any suggested alternative processes for authorising payments.

It was proposed by Cllr Cook, seconded by Cllr Eyre, and on being put to the meeting it was **RESOLVED to accept the current process.**

It was noted the current process met the requirements of the Financial Regulations.

052. Policies for Review

Vexatious Complainant Policy

It was proposed by Cllr Cook, seconded by Cllr Eyre, and on being put to the meeting it was **RESOLVED to adopt the Vexatious Complainant Policy.**

3 FOR/1 AGAINST

Cllr Cook	FOR	Cllr Eyre	FOR
Cllr Crayford	AGAINST	Cllr Perkin	FOR

Document Retention Policy

It was proposed by Cllr Cook, seconded by Cllr Eyre, and on being put to the meeting it was **RESOLVED to adopt the revised Document Retention Policy.**

053. Reinstatement Valuation

Cllr Cook noted that the reinstatement valuation for the Town Hall building was £1,650,077 excluding VAT and the reinstatement valuation for the Guildhall was £1,525,018 excluding VAT. These would be forwarded to the Council's insurance company.

054. Telephone Charges

It was proposed by Cllr Eyre, seconded by Cllr Perkin, and on being put to the meeting it was **RESOLVED that Mitec would be contracted to provide VOIP licenses and calls with a saving in excess of £70pcm.**

055. Card Payment Machine

It was proposed by Cllr Eyre, seconded by Cllr Cook, and on being put to the meeting it was **RESOLVED to agree purchase and use of Sum Up Solo to enable card payments.**

056. Bad Debt

It was proposed by Cllr Cook, seconded by Cllr Eyre, and on being put to the meeting it was **RESOLVED to write off the wedding payment of £375 as per Financial Regulations paragraph 9.4.**

057. Internal Audits

Cllr Crayford joined the meeting at 7:45pm.

The Town Clerk provided a report on the current internal audit process carried out on a monthly basis, primarily by Cllr Cook, with Cllr Crayford in reserve.

058. Strategic/Budget Working Group

It was proposed by Cllr Cook, seconded by Cllr Crayford, and on being put to the meeting it was **RESOLVED to set up the Strategic/Budget Working Group.**

Members nominated included Cllr Cook, Cllr Rowlands, Cllr Eyre, and Cllr Saunders. The Working Group will report back to this Committee.

059. Matters for Report

Cllr Perkin queried the status of the Community Engagement and Equality Policies. The Town Clerk advised they had been included on the Community Committee Agenda. Cllr Perkin agreed to provide comments on the policies to the Town Clerk for review.

The meeting finished at 8:05pm.