



**Minutes of a Remote Meeting of the Finance and Premises Committee
held on Thursday, 24 June 2021 via Zoom Video Conference**

Commenced: 7.00 pm - Concluded: 8.00 pm

Councillors Present. Kate Guest [Chairman], Victoria Bowden, John Brownrigg [Ex-Officio], Susan Davidson, John Housley [Ex-Officio] and David Ogle [Vice Chairman]

Absent Councillors. Gary Lakin and Thomas Sturgess.

Officers: Andrew Towleron – Parish Clerk/RFO (minute taker).

Members of the Public. One member of the public.

Chairman’s announcement. Before the formal commencement of the meeting, the Chairman, Councillor Kate Guest, outlined the procedure for this remote meeting to ensure that the meeting was effective, lawful, and safe. It was reported that the Clerk would be recording the meeting to assist with minute taking.

2021/23
(F&P)

Item 23: Apologies and Reasons for Absence

The Clerk stated that he had received an apology and reason for absence from Councillor Thomas Sturgess. This was then considered.

Proposed by Councillor Susan Davidson and seconded by Councillor John Brownrigg and
RESOLVED: That the apology and reason given for absence by Councillor Thomas Sturgess be approved.

(6 in favour)

The Clerk stated that he was still awaiting a decision from Councillor Gary Lakin whether he wished to remain a member of the Committee.

Proposed by Councillor David Ogle and seconded by Councillor John Housley and
RESOLVED: That Councillor Gary Lakin not be appointed as a member of the Finance and Premises Committee.

(6 in favour)

2021/24
(F&P)

Item 24: Declarations of Interests

The Clerk stated that he had not received any declarations or requests for dispensation.

2021/25
(F&P)

Item 25: Exclusion of Press and Public

The Chairman, in consultation with the Clerk, explained there was one item on the agenda which they considered required the exclusion of the press or public for part of their consideration due to the confidential nature of the business to be considered. This was

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| | <p>the consideration of item 2021/27 (F&P) Grant Applications. It was also agreed to move this item to the end of the agenda.</p> <p>Proposed by Councillor Victoria Bowden and seconded by Councillor Susan Davidson and RESOLVED: That the press and public be excluded from the consideration of item 2021/27 (F&P) Grant applications.</p> <p style="text-align: right;">(6 in favour)</p> |
| <u>2021/26</u> <u>(F&P)</u> | <p><u>Item 26: Public Participation Session</u></p> <p>A question was raised by a parishioner about progress with the Council's April and May accounts. It was noted that this issue also came later on the agenda at item 2021/29 (F&P). The Clerk had confirmed that their preparation had been delayed primarily due to other more pressing work priorities especially the Annual Governance and Accountability Return for the year ending 2021 as well as that the Council was undertaking a major review of how the accounts were presented aimed at streamlining them as well as making them easier to follow. He offered to send a copy of the April and May accounts to the member of the public once they were available.</p> |
| <u>2021/27</u> <u>(F&P)</u> | <p><u>Item 27: Grant Applications</u></p> <p>One ward-based grant was considered.</p> <p>Proposed by Councillor Victoria Bowden and seconded by Councillor Susan Davidson and RESOLVED: That it is recommended to Council that Don District Explorer Scouts be awarded a grant of £1940.49 for climbing and associated equipment.</p> <p style="text-align: right;">(6 in favour)</p> |
| <u>2021/28</u> <u>(F&P)</u> | <p><u>Item 28: Finance and Premises Committee Minutes</u></p> <p>Councillor Kate Guest provided a brief overview of the approved minutes and matters arising from the meeting held on 27 May 2021.</p> |
| <u>2021/29</u> <u>(F&P)</u> | <p><u>Item 29: Update on the Accounts of the Council for April and May 21</u></p> <p>It was noted that this has been covered under the Public Participation Session item earlier (2021/26).</p> |
| <u>2021/30</u> <u>(F&P)</u> | <p><u>Item 30: Preparation for Internal Audit and the Annual Governance and Accountability Return and the Public Inspection of Accounts for the financial year 2020/21</u></p> <p>The Clerk provided a progress report. He explained that a special Full Council meeting was to take place on the 28 June 2021 at which the Annual Governance and Accountability Return for the year 2020/21 was to be considered. He went on to outline the key steps and milestones the Council must undertake under the Accounts and Audit Regulations 2015.</p> |
| <u>2021/31</u> <u>(F&P)</u> | <p><u>Item 31: Improvements to the Council's IT systems (including laptops for members)</u></p> <p>It was explained that this was progressing well. The first tranche of new laptops had been issued to specified members and officers. Support had also been provided in their use. The four additional laptops the Council had agreed to purchase were expected shortly. These would then be offered to the Vice-Chairman of the various committees in the first instance. It was explained that the process had resulted in the release of a further 3 'second hand' but good quality laptops. It was agreed that these three laptops should also be offered to any Councillors who required a laptop.</p> |
| <u>2021/32</u> | <p><u>Item 32: Black History Month October 2021</u></p> |

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| <u>(F&P)</u> | The Clerk reported that the Council had received a request to fly a flag outside of the Council Offices to mark Black History Month, which takes place in October 2021. This was then considered. It was agreed that this should be discussed at an appropriate meeting of the Full Council. Also, that it may be useful to review the Council's Flag Policy at the same time. |
| <u>2021/33</u> <u>(F&P)</u> | <u>Item 33: COVID Risk Assessment</u> The Clerk provided a verbal and written report on the findings from the latest risk assessment. He considered that the Council's policies and procedures were sound, as reflected in the positive outcome of a recent ad hoc periodic inspection of the Council by the HSE. |
| <u>2021/34</u> <u>(F&P)</u> | <u>Item 34: Other Correspondence</u> The Clerk stated that he had not received any. |
| <u>2021/35</u> <u>(F&P)</u> | <u>Item 35: Date and Time of Future Meetings</u> It was confirmed that the date of the next meeting was scheduled for Thursday 15 July 2021 at 7.00 pm. |