

SOUTH WOODHAM FERRERS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE

MINUTES of the Meeting held on Tuesday 21st May 2019
at 8.00 p.m.
at Champions Manor Hall

Present

Councillor A Shearring (in the Chair)

Councillor K Bentley
Councillor John

Councillor D Eley
Councillor R Weir-Ewing

In attendance: Town Clerk, Open Spaces Officer, One Member of Public

PR1 Apologies for absence

An apology for absence was received from Councillor Roberts and Birch.

PR2 Declaration of Interest

There were no declaration of interest.

PR3 Confirmation of Minutes

On a proposal by Councillor R Weir Ewing, seconded by Councillor Bentley the Minutes of the meeting held on 16th April 2019 were **AGREED** and signed by the Chairman.

PR4 Public Questions

A member of the public addressed the Committee in support of changing the meeting schedule to include Planning and environment/Leisure on the same evening.

PR5 Budgetary Positions

The budgetary positions as at 30th April 2019 were received and noted.

PR6 Financial Matters

a/ The Council's bank balances as at 30th April 2019 were noted:

- Current Account £133,282.77
- Reserve Account £410,081.41

b/ The following bank transfers as at 30th April 2019 were noted:

- No transfers made.

c/ In accordance with Financial Regulations 1.14, to review the Town Council's bank mandate. The following members were agreed Councillor Shearring, Councillor Birch and Councillor Bentley.

d/ In accordance with Financial Regulations 2.2 Councillor John was appointed to authorise bank reconciliations quarterly.

e/ Members noted details of financial transactions for April 2019 as circulated with the agenda.

It was noted that the Town Council are looking to move funds into a reserve account, Town Clerk to contact CCLA in the future.

PR7 On a proposal by Councillor John, seconded by Councillor Eley it was **AGREED** the Environment Committee would receive £4,500 for the 2019/2020 project to replace the footpath through the scattering copse at the Garden of Remembrance. Environment Minute E402.2 30th April 2019.

PR8
PR8.1 **Annual Audit 2018/19**
Annual Governance Statement

In line with a change in the Regulations (Accounts and Audit Regulations 2015) the Committee considered the Annual Governance Statement (Section 1 of the Annual Return) as attached to the agenda.

Following confirmation from the Town Clerk that the Town Council prepare the accounting standards in accordance with the Accounts and Audit Regulations, on a proposal by Councillor John, seconded by Councillor R Weir-Ewing it was unanimously **AGREED** to recommend to Council for the meeting to be held on 18th June 2019, the acceptance of Section 1 of the Annual Governance Statement.

PR8.2 Following confirmation by the Town Clerk that the Town Council prepare the accounting standards in accordance with Accounts and Audit Regulations on a proposal by Councillor A John, seconded by Councillor R Weir Ewing it was **AGREED** to recommend to Council for the meeting being held on 18th June 2018, approval of Section 2 of the Annual Return for the 2018/19 Financial year with supporting Balance Sheet and Income and Expenditure, copy of which was attached to the agenda.

Committee noted that the audit date had been set for 1st July 2019, the period for the Exercise of Public Rights is Wednesday 19th June - Friday 31st July, notices will be put in place to this effect.

PR9 Planning Schedule for 2019-2020

On a proposal by Councillor John, seconded by Councillor Eley it was **AGREED** to change the meetings schedule and revert to the previously used schedule to free up Tuesday evenings to meet future requirements.

PR10 Internal Audit

Committee noted that Heather Heelis completed the Internal Audit on 26th April 2019, report and any recommendations will be forwarded to Council on the 18th June 2019.

PR11 Insurance

The Town Clerk gave a verbal update on two quotes for insurance 2019/20 with WPS and Zurich.

Proposal: to renew the Town Councils insurance policy with Zurich for a 3 year term at a cost of £3986.03

Proposed: Councillor R Weir Ewing,

Seconded : Councillor A John

Vote: Carried

PR12 Reports from Representatives of Outside Bodies reporting to Policy and Resources Committee:

a/ Essex Association of Local Councils – EALC are currently in the process of setting up a local forum of Chelmsford Parish and Town Councils, meeting is currently being organised. Town Clerk will contact Councillor John once date is set.

b/ Larger Local Councils Forum – Councillor A John will now be reporting to P & R Committee going forward.

PR13 Report to Council

Update to Council regarding;

- Meeting Schedule
- Town Council Insurance

PR14 Media Contact

There were no items requiring a press release.

PR15 Next Meeting

The Committee noted the date of the next meeting is 16th July 2019.

There being no further business to discuss the Chairman closed the meeting
At 9.25pm

SignedDate: 16th July 2019.
(Chairman of the Meeting)