Highcliffe & Walkford Parish Council

Minutes of the meeting of **Policy and Resources Committee** held on 8th July 2024 at 10:00 in The Old School House, 254 Lymington Road, Highcliffe.

Present: Cllr L Dedman (Chair), Cllr R Ede, Cllr J Webster

In attendance:, the clerk, Tom Brindley.

25PR/1 (Agenda Item 1) Apologies for Absence: Apologies were accepted from Cllr D Martin.

25PR/2 (Agenda Item 2) Chairman's remarks and Declarations of Interest:

The chairman welcomed the members and officers. There were no Declarations of interest.

25PR/3 (Agenda Item 3) Public participation: None.

25PR/4 (Agenda Item 4) Review of Terms Of Reference

1 The Terms Reference were reviewed, and the following changes **Recommended to Full Council:**
   I. That the grant limit for grants within budget was set at £10,000
   II. That the length of time set aside for public speaking was set at 3 minutes per speaker, with the committee permitted to extend the time.

25PR/5 (Agenda Item 5) Review of Financial Regulations

1 NALC had issued a revised set of Financial Regulations in May 2024.
2 Members noted that text in bold was legally binding., text in square brackets required insertion and text in curly brackets was optional.
3 The committee did a line-by-line review of the Regulations and made amendments where required.

DETAIL OF AMENDMENTS

Para	Page	Amendment
1.5	4	Clerk is RFO
4.2	7	[council] P&R/BAGs]
4.3	7	[month] November
4.5	7	{finance committee} use P&R (and throughout)
4.5	7	[November] Use October
5.6	8	[the council] use BAGs
5.8	9	[£3,000] £6,000
5.9	9	[£500] £1,000, [£3,000] £6,000
5.12 (v)	9	Add: v. Specialist services with limited local suppliers.
5.15	9	[£500] £1,000, [£2,000] £5,000, [£5,000] £10,000
5.16	10	{unless instructed to do so in advance by a resolution of the council} remove phrase.
5.18	10	[£2,000] £5,000
5.20	10	[£250] £500
6.1	10	[annually] bi-annually
6.5	11	[online banking/cheque] online banking only [the council] the council or relevant committee
6.7	11	{Optional paragraph on wet signature of two members.} Remove entire paragraph
6.9 (i)	11	[£500] £1,000
6.9 (iv)	11	Fund transfers: [£10,000] £100,000

7.1	12	{Clerk co-approving payments to themselves} Remove optional paragraph to enable salaries and expenses to be paid..
7.6	12	Change Two councillors to An authorised signatory.
7.10	12	Remove last sentence re approval of BACS or CHAPS bi-annually.
7.11	12	[two members] "two authorised signatories"
7.12	12	Approved online by[a member] "a member or authorised bookkeeper".
8.1	13	[two members] an authorized signatory
9.1	13	[£500] £1,000
9.2	13	[the council] RFO
9.4	13	Option on use of Personal cards: "except for expenses up to £300 including VAT, incurred in accordance with council policy
10.1	13	No petty cash

4 The revised Financial Regulations, as amended, were **Recommended for adoption by full council**.

25PR/6 (Agenda Item 6) Q1 Monitoring Report

1 Members reviewed the income and expenditure for 1st April 2024- 30th June 2024.
2 In summary:

- OBAL 1st April 2024 535,476
- Income in period 119,643
- Expenditure in period 89,585 (net 79,171)
- **Balance 565,815**

25PR/7 (Agenda Item 7) Review of list of current policies and establishment of review timetable

1 The clerk tabled a list of policies.
2 Members noted that some so-called Policies were actually Procedures and some Policies were not supported by Procedures.
3 Members noted the mismatch in formats of the polices which had been drawn from disparate sources.
4 Members noted that some policies had greater relevance than others and suggested that policies were grouped into three categories:
1) Require urgent review,
2) Review following batch 1
3) Review when time allows.
5 Members **RESOLVED** that:
I. The clerk and Cllr Webster would design a consistent format for Policies and supporting procedures and present to the P&R committee for adoption.
II. The clerk and Cllr Webster would group the policies into common areas and merge policies where possible.
III. The clerk and Cllr Webster in conjunction with other members, would commence a review of the category 1 policies for presentation to the P&R Committee for review and Full Council for adoption.

There being no further business the Chairman closed the meeting at 11.35 am.

Signed …….. Date……..

DRAFT