



Long Stratton Town Council

Manor Road, Long Stratton, Norwich, NR15 2XR

Chairman: Mr Kevin Worsley. Clerk: Mrs B Buck

Tel: 01508 530524 Email: clerk@longstrattoncouncil.info

Website: www.longstrattoncouncil.info

Minutes of the Finance and Policy Management meeting held 5th October 2020 @ 7pm via Zoom.

In attendance: Councillors Kevin Worsley, Mark Gladding, Matt Pochin and Bob Mackenzie

Becky Buck (Clerk and RFO)

1. To consider apologies for absence

Councillor Lunness gave apologies due to poor health, these were accepted by the Committee.

2. To receive disclosures of interest and dispensations

Councillor Worsley declared an interest in items 6 and 11b.

3. To confirm the minutes of the previous Finance and Policy Management Committee meeting held on the August 24th 2020.

The minutes of the meeting held 24th August 2020 were approved by the Committee, the Chairman will sign the minutes at the next available opportunity.

4. Finance

a. Bank reconciliation to date (to be tabled)

i. August 2020

ii. September 2020

Due to difficulties with internet banking, this was postponed, the Clerk will email the reconciliations to the Committee once Internet banking is available.

b. Budget control report (to be tabled)

The budget control report was noted.

5. Policies for adoption, new and amendments for recommendation to Council

a. Bullying and Harassment policy

[Bullying and harassment policy](#)

b. Complaints procedure

[Complaints procedure](#)

c. Disciplinary policy

[Disciplinary policy](#)

All policies were approved for recommendation to Council.

6. To discuss and decide on SIM card requirements and WIFI for tablets

Following a lengthy discussion, the Committee recommended to ask Councillors to use personal WIFI for the Council tablets.

7. To discuss and decide on signatories for Unity Trust

It was resolved that Councillors Mackenzie and Pochin would become signatories of the account.

Signed.....Date.....



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8. To close the meeting to press and public under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information (land, contracts, staffing matters)

There were no members of public or press to leave the meeting.

9. To discuss and decide on WIFI & phone contract.

The clerk gave a synopsis of the events leading up to the meeting with the Council's WIFI & phone contract provider. A lengthy discussion ensued; it was resolved to contact the provider for clear service level agreements.

10. To discuss and decide on terms and conditions for a Caretaker role for when the Pavilion is reopened.

Following a lengthy discussion; it was agreed to recommend an initial contract of £9 per hour on a 0 hours contract, for when the pavilion was opened.

11. To discuss and decide on recommendations following appraisals for

a. Clerk

The committee discussed the Clerks appraisal, which was positive, recommendations to be made to full Council.

b. Groundsman

The committee discussed the Groundsman's appraisal, which was positive, recommendations to be made to full Council.

c. Admin Assistant

The committee discussed the Admin Assistant's appraisal, which was positive, recommendations to be made to full Council.

With there being no further business, the Chairman closed the meeting at 10.00pm.

Signed.....Date.....