



Long Stratton Town Council

The Street, Long Stratton, NR15 2AH Telephone 01508 530524

Chairman: Mr Kevin Worsley. Clerk: Mrs R Buck

Minutes of the Finance and Policy Management meeting held Monday 29th July at 7pm in the Town Council office.

In attendance: Councillors Worsley, Race, Woodham, Tompkins, Pochin and Gladdings.

Becky Buck (Clerk and RFO)

1. To nominate a Chairman for the Committee
Councillor Tompkins proposed Councillor Worsley, this was seconded and **resolved** by the Committee.
2. To consider apologies for absence
There were no apologies received.
3. To receive disclosures of interest and dispensations
There were no disclosures of interest or dispensation.
4. To confirm the minutes of the previous Finance and Policy Management Committee meeting held 29 April 2019
The minutes of the meeting held were **approved** and were signed by the Chairman.
5. Finance.
 - a. To review ear- marked reserves for 2019/20 for recommendation to full Council
The Committee postponed reviewing the ear-marked reserves until 29th August to be in conjunction with the next Finance meeting.
 - b. To review bank statements since 29 April 2019 meeting to confirm accuracy to the Town Council.
Bank statements were reviewed, and accuracy confirmed.
 - c. To confirm bank reconciliations since 29 April 2019
Bank reconciliations were checked and signed by Committee members.
 - d. To review and note the budget control report
The budget control report was reviewed and noted with no ongoing concerns. There was a concern that the website accurately reflected the Council's budget and that it was clear. The Clerk to look into.
 - e. To review expenditure and income
Expenditure and income were reviewed to date, the Committee had no concerns.
6. To confirm Councils approval for borrowing for a Salix loan.

It was **resolved** to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £22,946.10 over the borrowing term of 5 years for a Salix loan to replace all Council owned street lighting. The loan will be repaid back via the savings made from the reduction in the electricity and maintenance costs from converting to LED lights. The annual loan repayments will come to around £5,100. It is not intended to increase the council tax precept for the purpose of the loan repayments.

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



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7. To discuss and decide on a cyber security policy
The Committee approved an immediate cyber insurance policy. The Committee deemed it urgent in keeping the business running and therefore the Clerk was instructed to approve a quote from Cayman & Co (The Council's insurer) immediately. The policy will last a year at which point 3 quotes are to be sought.
8. To note correspondence from Unity Trust
Correspondence advising of change in charges was noted.
9. To note the next meeting will be held Thursday 29th August at 6.30pm to discuss budget, precept, ear marked and general reserves in depth with a view of the business case for the Methodist Church and other projects to be presented to Council on 9th September 2019 as per resolution of extraordinary meeting held 10th July 2019.
The Committee noted the next meeting date.
10. To discuss and decide on intended dates and whom for appraisals for
 - a. Clerk
Chairman & Vice-chair to be carried out in October.
 - b. Groundsman
Chairman and Clerk to be carried out in October
 - c. Admin Assistant
Chairman and Clerk to be carried out in October
 - d. Litter Picker
Chairman and Clerk, to be carried out in October.
11. To resolve to exclude the press and public for reasons of confidentiality relating to personnel (LGA admission to meetings act 1960 s1(2))
There were no members of press and public present.
The Clerk also left the meeting.
12. To nominate a note taker in the Clerks absence
Councillor Gladdings was appointed to take minutes in the Clerks absence.
13. To review for recommendation an overtime payment for the administrative assistant following year end
Further clarification was required to approve payment. Chairman to ask Clerk to provide more information.
14. To review the Clerks contract for recommendation to Council
The Committee approved contacting the County Officer at Norfolk ALC for further guidance.

With there being no further business; the Chairman closed the meeting at 21:36pm.

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