



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness, Town Clerk: Mrs Becky Buck

Email: office@longstrattontowncouncil.gov.uk

Tel: 01508 530524

Minutes of the Finance and Policy Management meeting held 10 March 2023 @ 7pm in the Pavilion, Manor Road

In attendance: Councillors, Kelly Lunness, Matt Pochin and Robert Mackenzie
Becky Buck (Clerk and RFO)

1. To consider apologies for absence

Councillors Smith and Wright gave apologies due to prior commitments, these were accepted by the Committee.

2. To receive disclosures of interest and dispensations

There were no disclosures of interest or dispensation received.

3. To confirm the minutes of the previous Finance and Policy Management Committee meeting held on the 17th October 2022

The minutes of the meeting held 17th October 2022 were approved by the Committee and signed by the Chairman as a true record.

4. To review and sign for accuracy bank reconciliations.

The Committee reviewed all the bank reconciliations and were satisfied that they were accurate.

5. To discuss and decide on recommending adoption on the following policies.

a. Communication policy

This was recommended for adoption.

b. Data Protection Privacy Notice

This was recommended for adoption with clarification that the Town Clerk is the Data Protection Officer.

c. Computer and Telephone Misuse Policy

This was recommended for adoption.

d. Expenses Policy

This was recommended for adoption

e. Training policy

This was recommended for adoption

f. Reserves Policy

This was recommended for adoption

6. To review Ear Marked Reserves

Ear marked reserves was reviewed, it was noted that virements had been made to allow for the play equipment.

7. To review budget to date.

The Clerk went through the budget with the committee. Whilst it was recommended that some cost centres had gone over budget, this was balanced out with areas under budget. This has been reflected in the upcoming budget for 2023/24. The overall result was the Council were at 93% of budget with 1 month of the financial year to go.

8. To receive a report from the Internal Scrutineer

Councillor Mackenzie gave a verbal report of his last inspection. He reported that he was satisfied that the accounts were being operated as they should. He found one small error relating to the coding system the Clerk uses.

Signed by the Chairman.....Date.....



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9. Litter picking

a. To discuss and decide on providing an equipment grant for litter picking groups in Long Stratton

The application form for the litter pickers was approved by the Committee.

b. To discuss and decide on parameters of a disclaimer for equipment grant.

The waiver for the grant was approved with the addition that the applicant confirms they are part of an independent litter group.

10. Any other business (not for discussion)

There was no any other business.

With there being no further business; the Chairman closed the meeting at 19:47

DRAFT

Signed by the Chairman.....Date.....