

## EXTRAORDINARY MEETING of the POLICY AND FINANCE COMMITTEE

Held on:	Tuesday, 4 <sup>th</sup> June 2024 at 6.20pm. Room 6, Crispin Community Centre, Leigh Road, Street, BA16 0HA.
Members Summoned and Present:	Members summoned and present: Peter Goater (Committee Chairman), Simon Carswell, Neil Howiantz, Nick Kellett (arrived 6.25pm), Terry Napper, Nicola Smith, and Laura Wolfers.
Apologies:	Bryan Knickerbocker
Officers Present:	Zoe Leach, Responsible Financial Officer (RFO)
In attendance:	Members of the public (0). Cllr Pam Birch (via Microsoft Teams)

### PUBLIC QUESTION TIME

There were no members of the public in attendance. The Policy and Finance Committee meeting commenced at 6.20pm.

### MINUTES

- 24/25P&F.001 Election of Chair and Vice-Chair of Committee
- RESOLVED - to appoint Cllr Goater as Chair of the Committee for the 2024-25 year.
  - RESOLVED - to appoint Cllr Kellett as Vice-Chair of the Committee for the 2024-25 year.
- 24/25P&F.002 Apologies for absence  
Apologies for absence were received from Cllr Bryan Knickerbocker.  
Apologies were noted. *LGA 1972 s85(1)*.
- 24/25P&F.003 Declarations of Interests and Grant of Dispensations  
*Councillors were reminded of their duty to declare any interests in the business to be transacted.*  
No interests were declared.
- 24/25P&F.004 Confirmation of minutes  
RESOLVED - the minutes of the Extraordinary Meeting of the Policy & Finance Committee held on 7 May 2024 were approved as a correct record and signed by the Chairman.  
*(LGA 1972, Schedule 12, paragraph 41(1))*.
- 24/25P&F.005 Reports  
The Clerk gave a verbal report on matters relating to the Policy and Finance Committee and updates/actions on behalf of the office. This included:
- Insurance – confirmation of renewal of insurance policy with Zurich Municipal.

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- Financial Regulations – updated model financial regulations have now been released and will be considered by officers
- Grants Policy – to be updated further following Resolution by Full Council.

24/25P&F.006 Code of Conduct

Members considered the proposed Local Government Association (LGA) model Code of Conduct  
RESOLVED – the Policy & Finance Committee **recommend** approval of the Code of Conduct based on the LGA model.

*The RFO will research the guidelines on purdah for local councils*

24/25P&F.007 Annual Governance and Accountability Return (AGAR) 2023/24 Form 3  
Section 1- Annual Governance Statement 2023/24  
Annual Internal Audit 2023/24

*The Council on 18 June will be asked to review the adequacy of internal audit and control carried out on the accounts for the year ended 31<sup>st</sup> March 2024 and consider its responses to the statements set out in Section 1 of the Annual Governance and Accountability Return. The Accounts and Audit Regulations 2015, Regulation 6.*

- Members received and noted the internal audit report.
- RESOLVED - the Policy & Finance Committee **recommend** the Annual Audit Plan and Internal Control policy
- RESOLVED - the Policy & Finance Committee **recommend** a valuation is obtained for the Merriman Park Play Areas.  
*Full Council previously resolved at the May annual meeting to approve the instruction of valuations on: Murals in Woodsbatch underpass; Boston Pillar Clock; Ornamental horse trough; Street Parish Rooms and Street skate park - youth shelter & ramp.*  
*The Internal Audit report advised a revaluation of the Merriman Play Park and Skate Park.*
- RESOLVED - the Policy & Finance Committee **recommend** agreement to accounting statements 1 to 8 and N/A to statement 9 of Section 1 - Annual Governance Statement 2023/24.
- Members noted that officers will obtain quotations for the 2024/25 internal audit and bring back to a future Policy & Finance Committee Meeting for consideration and recommendation.

24/25P&F.008 Annual Governance and Accountability Return 2023/24 Form 3  
Section 2- Accounting Statements 2023/24

The Committee considered the draft AGAR prepared by the Clerk.

The Council on 18 June will be presented with RFO certified Accounts for consideration, approval and signing. *The Accounts and Audit Regulations 2015, Regulation 12.*

- RESOLVED - Members **recommend** Section 2 - Accounting statements 2023/24 for signing by the Chair of Council at the June Full Council meeting.
- RESOLVED – Members **recommend** for submission to the external auditor explanation of difference between box 7 and box 8 (Section 2 AGAR)
- RESOLVED – Members **recommend** for submission to the external auditor explanation of significant variations (more than 15%) from 2022/23 to 2023/24.

24/25P&F.009 Confidential Item

*RESOLVED - In accordance with the Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014, the Policy & Finance Committee excluded the press and public as it involves confidential information relating to staffing matters.*

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24/25P&F.010 Admin Officer Role

Members received and considered the confidential business case prepared by the Clerk and recommendations of the staffing committee following its ordinary meeting held on Tuesday 28<sup>th</sup> May 2024.

RESOLVED –to recommend to Full Council the recommendations set out in the confidential report of the Staffing Committee and recommended unanimously by Staffing Committee on 28<sup>th</sup> May 2024.

24/25P&F.011 Information to raise for consideration at the next meeting

Annual Investment Strategy.

24/25P&F.012 Date of Next Meeting

An Ordinary Meeting will take place at 6.15pm on Tuesday 23<sup>rd</sup> July in Room 23, Crispin Community Centre, Street.

There being no further business, the meeting was closed at 7.30pm.

These minutes were adopted on 23 July 2024 under minute reference 24/25P&F.015 as a true record of the decisions taken and are duly signed below by the chair of that meeting.

Signed: \_\_\_\_\_