

## 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  
i. RESOLVED - to appoint Cllr Goater as Chair of the Committee for the 2024-25 year.  
ii. 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:

Tuesday, 7<sup>th</sup> May 2024

- Insurance – confirmation of renewal of insurance policy with Zurich Municipal.
- 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.*

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 \_\_\_\_\_ under minute reference \_\_\_\_\_ as a true record of the decisions taken and are duly signed below by the chair of that meeting.

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