

Minutes of the Resources Committee Meeting held on 20 January 2021
at 7.30 pm via Zoom

Present: Cllrs S Berlyn, A Chapman, G Chapman, M Hessing, and J Thombs

In attendance: Ms M Harper (Clerk), 1 member of the Public

Councillor Thombs was elected as Chairman for the meeting

20/21.89 Apologies for absence

Cllr P Sutton

20/21.90 Declarations of Interest

Members are required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. They were reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the Precept and the DCA.

There were no declarations of interest.

20/21.91 Public Question Time

There were no comments

20/21.92 To approve Minutes of the Resources Committee meeting held 16 December 2020

RESOLVED: that the minutes of the Parish Council meetings held on 16 December 2020 be approved and signed as a correct record

20/21.93 Actions from the Minutes

The actions from the minutes were noted

20/21.94 To receive financial report

20/21.94.1 Payments

RESOLVED: that the invoices received and direct debits from 16 December 2020 to 20 January 2021 be approved, proposed by Cllr Hessing and seconded by Cllr G Chapman, all agreed (Appendix 1)

20/21.94.2 Receipts

The receipts from 16 December 2020 to 20 January 2021 were noted (Appendix 2)

20/21.94.3 Reconciliation

It was agreed that approval of the bank statement and reconciliations to 31 December 2020 be deferred to the next meeting.

20/21.94.4 Budget sheets / Earmarked Reserves

Budget sheets and Earmarked Reserves were noted

20/21.94.5 Insurance Claim Log

The Insurance Claim Log was noted

20/21.94.6 Virement of monies

Nothing to report

20/21.94.7 Debtors more than 3 months

Nothing to report

20/21.94.8 On Line Banking
Nothing to report

20/21.95 Continued use of DD and SO

RESOLVED: that the continued use of variable direct debits and standing orders for utility supplies, recycling collection, photocopier, salaries and IT Support be recommended to Parish Council for approval, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

20/21.96 Financial Regulations

RESOLVED: that the Financial Regulations be recommended to Parish Council for approval, proposed by Cllr A Chapman and seconded by Cllr Hessing, all agreed

20/21.97 Financial Risk Assessment

RESOLVED: that the Financial Risk Assessment be recommended to Parish Council for approval, proposed by Cllr G Chapman and seconded by Cllr Hessing, all agreed

20/21.98 Statement of Internal Controls

RESOLVED: that the Statement of Internal Controls be recommended to Parish Council for approval, proposed by Cllr Hessing and seconded by Cllr Berlyn, all agreed

20/21.99 Adequate and Effective System of Internal Audit

RESOLVED: that the Adequate and Effective System of Internal Audit be recommended to Parish Council for approval, proposed by Cllr A Chapman and seconded by Cllr G Chapman, all agreed

20/21.100 Policy Review

RESOLVED; that the following amended policies be recommended to Parish Council for approval:
Publication Scheme, proposed by Cllr Hessing and seconded by Cllr A Chapman, all agreed
Reserves Policy, proposed by Cllr G Chapman and seconded by Cllr Berlyn, all agreed
Safeguarding Policy, proposed by Cllr Berlyn and seconded by Cllr A Chapman, all agreed
Health & Safety Policy, proposed by Cllr Hessing and seconded by Cllr G Chapman, all agreed

20/21.101 Asset Register

The Asset Register was noted

20/21.102 Matters for Report (for information only)

There were no matters for report

20/21.103 Dates of next meeting

Wednesday 24 February 2021 to be held remotely by Zoom at 7.30pm

There being no further business the meeting closed at 8.06pm

Chairman

Date