

# STOWUPLAND PARISH COUNCIL

## Minutes of the Finance and Policy Meeting held on 23 September 2021

Present: Cllrs, John Hayward, Laura Johnson (Chair), Sally Reeves, Ray Studd, Claire Pizzey (Clerk) and 1 member of the public.

### **1. Apologies for Absence**

Apologies were given by Laura Beeson.

### **2. Declarations of Interest**

There were no Councillors' Declarations of Local Non-Pecuniary Interests in subsequent agenda items.

### **3. Dispensations**

No requests for dispensations were received.

### **4. Minutes**

All Councillor's confirmed receipt of the minutes. Cllr Studd proposed to accept the minutes of September 23<sup>rd</sup> 2021 as a true record of the meeting and decisions made. Seconded by Hayward with all in favour the Chairman signed and dated all pages.

### **5. Matters of report**

- Allotment Policy: No update.
- Barclays signatories: No update.

### **6. Public Forum**

Nothing.

### **7. Audit**

1. Councillors accepted the completion of the limited assurance review for the year ended 31 March 2021 for Stowupland Parish Council and noted there were no matters arising from the audit.
2. As the audit has been concluded the Clerk reported that she had advertised the conclusion of audit on the Parish Council Website.

### **8. Financial Regulations**

Cllr Studd recommended that the amendment to the Financial Regulations are approved for submission to the full Council on 14<sup>th</sup> October 2021.

Note: 4.5 In cases of extreme risk to the delivery of council services, the clerk in conjunction with the Chairman or Vice Chairman may authorise revenue expenditure on behalf of the council which in their judgement is necessary to carry out. Such expenditure includes repair, replacement

or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Chairman/Vice Chairman shall report such action to the full Parish Council as soon as practicable thereafter.

Cllr Hayward seconded with all in favour.

## 9. Risk Assessments

Councillors reviewed and approved the following for submission to the full Council on 14<sup>th</sup> October 2021.

1. Cemetery Caretaker and General Maintenance Worker Risk Assessment
2. Clerk Risk Assessment Risk Assessment
3. Community Litter Picker
4. Parish Risk Assessment
5. Volunteer Risk Assessment

## 10. Allotments

1. The allotment fees were reviewed and Cllr Hayward recommended that they were agreed for submission to the Full Parish Council on 14<sup>th</sup> October 2021.

- Rental charges are increased by 25% for the next 3 years commencing October 2022.
- An introduction of a new deposit scheme to cover tenants leaving the plot and not tidying up and clearing rubbish to the satisfaction of the Parish Council. The deposit of £20 to be refunded at end of tenancy provided the plot is cleared satisfactorily.

Cllr Studd seconded with all in favour.

2. Councillors reviewed the amendment to the tenancy agreement. Cllr Hayward recommended that they are agreed for submission to the full Parish Council on 14<sup>th</sup> October 2021.

- **Allocation of vacant allotments**

Vacant allotments on site will be offered to residents of Stowupland in the first instance and then to applicants on the waiting list kept by the Council.

*On allocation of the allotment to the new tenant a deposit of £20 per allotment will be required to ensure that the plot is left in a clean and tidy condition with all rubbish removed on termination of the tenancy. If this is carried out to the Parish Council's satisfaction the deposit will be refunded to the outgoing tenant.*

- **Cultivation and use of allotment**

*The tenant shall not, without first obtaining the written consent of the Parish Council, cut lop or fell any tree growing on the allotment.*

*No livestock or poultry of any kind shall be kept on the allotment.*

*The tenant shall not obstruct or permit the obstruction of any paths on the allotments set out for the use of the tenants of the allotments*

*No tenant will hold any more than 2 full plots at any one time.*

- **Inspection**

The Parish Council undertakes to inspect the allotments on a quarterly basis or at such other times as the Parish Council shall deem necessary.

- **Notice boards**

*Removed - The Council shall provide notices clearly defining the numbers of the allotment plots.*

Cllr Studd seconded with all in favour.

## **11. Cemetery**

The Cemetery fees were reviewed and Cllr Studd recommended they were agreed for submission to the full Parish Council on 14<sup>th</sup> October 2021. Cllr Hayward seconded with all in favour.

- Resident fees to increase by £25.
- Non-resident fees to increase by £15.
- Effective from 1<sup>st</sup> January 2022

## **12. Additional Business Bank Account**

Cllr Johnson proposed that the Parish Council opens a second Business Bank Account with TSB. Cllr Studd seconded with all in favour.

## **13. Credit Card**

Cllr Hayward proposed that the Parish Council applies for a Barclays Business Credit Card for the use of purchases and that a system be instigated to monitor control. Cllr Studd seconded with all in favour.

## **14. Any other business**

Nothing.

**15. Date of next meeting:** It was agreed that the next meeting would be held on Thursday 18<sup>th</sup> November 2021 at 7.30pm 2021 at the URC Church Hall.

The meeting was closed at 19.53 hours