

DRAFT/ DALSTON PARISH COUNCIL

Forge Green
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Minutes of the Policy and Resources Committee Meeting held at Forge Green, on Tuesday 29th August at 7.15pm.
S. Milburn (Clerk)

Present

Cllr Byers Cllr Baxter Cllr Drouet Cllr Kaye-Kreczkowski Cllr Kyle

Apologies

Cllr Dalton gave her apologies.

Minutes

The minutes of the Policy and Resources Committee meeting held on 30th May 2017 were approved and signed by Cllr Byers as a true record.

Declarations of Interest

Cllr Kyle for agenda item 5 (Solar panel monies).

Public Participation

There were no members of the public present.

1. To discuss internal auditors recommendations

- It was stated that the Cumberland Building Society only issue monthly statements for business accounts; however you are able to go into the branch and collect a monthly statement, the RFO is to do this on a monthly basis.
- It was agreed that all the financial filing should be done in chronological order.
- After receiving advice from CALC the P&R committee are to recommend to the Parish Council that the RFO be a signatory. Two signatories would still be required, this could be either 2 Councillors or 1 Councillor and the RFO. To be approved at the next Parish Council meeting on the 12th September 2017.
- It was agreed that a note is put onto the accounts in regards to Dalston In Bloom highlighting that the funds are shown in the Parish Councils account however this is not part of precepted monies.
- It was agreed a timesheet be introduced for the Clerk and RFO, this will be a daily timesheet and will show a breakdown of their daily duties.
- A set of procedures / protocols to be written for all the Clerks/RFO responsibilities. This will reference each activity undertaken in the office.
- It was agreed that Dave Couling (The Parish Councils Honouree internal auditor) be paid £100 in vouchers.

2. Councillor re-election

- After discussion it was agreed that it would be advantageous for future elected Councillors to have access to email.
- It was also recommended that private email addresses be used and not an address that can be read by family members.

3. Signatories

This was addressed in agenda item 1.

4. 2&3 Walk Mill Lease

It was agreed that No 2&3 Walk Mill be invoiced in October 2017 for a six month period thus bringing the payment date in line with the new lease agreement. The solicitor fee of £378 for the lease will also be charged to the tenants in October.

5. Solar Panel Monies

It was agreed that this year's solar panel income (£5,154.35) stays in the Parish Council account as shown in the budget. This is to be re assessed at the end of the financial year.

It was agreed that the Parish Council donate the budgeted £1,000 to the Dalston Charitable Trust.

6. Councillor Matters

- It was recommended that the Parish Council monthly meetings are attended by both the Clerk and RFO, this is to be discussed and ratified at the Parish Council meeting on the 12th September 2017; implications in regards to additional hours are to be discussed at the next P&R meeting the 7th November. It was also agreed the Clerk is to be responsible for the Property and Maintenance meetings and the RFO is to be responsible for the Policy and Resource meetings.
- Cllr Craig and Cllr Cowen to give a report on Forge Green at the next P&R meeting as stated in the minutes dated 30th May 2017.
- The P&R committee agreed they would recommend that a subcommittee is formed to look at the Summerfield play area lease; this is to be discussed at the meeting on the 12th September.

Dates of Forthcoming Meetings

Next meeting of The Parish Council to take place on 12th September 2017 at 7.15pm at Forge Green.

Policy & Resource Meeting Dates for 2017:- 7th November.

Property & Maintenance Meeting dates for 2017:- 26th September.

The meeting closed at 8.50pm.