

Minutes of the Meeting of
Riccall Parish Council's
Administration and Finance Committee
held on
10th January 2022
from 7.30 p.m. at the Methodist Chapel

Attending: Cllrs Keen (Chairman), Dawson, Morton, Owens and Sharp.
Glenda Foster - Administration Assistant

118 Apologies and Declarations of Interest

There were no apologies for absence and no declarations of interest in items on the agenda.

119 Minutes of previous meeting

It was noted that the minutes of the Administration and Finance Committee meeting on 6th September were adopted at the RPC meeting on 20th September 2021.

120 Progress report and update

There were no known updates due to the Clerk's continuing absence.

121 Internal audit

It was not possible to conduct an internal audit due to all required paperwork being unavailable. Members agreed to arrange for all required paperwork to be made available and address at the Admin and Finance Committee meeting due on 7th March. Therefore, two internal audits will be undertaken at the March meeting.

122 Council meeting procedures

This is ongoing and Councillors are still writing SOPs. The importance of the Law and Governance Policy was raised, and it was hoped something would be available for the next meeting.

123 Review of procedures

1. Cllr Morton brought to the meeting a draft of the Disciplinary Policy. It was RESOLVED to accept the policy.

2. Cllr Morton brought to the meeting a draft of the Grievance Policy. It was RESOLVED to accept the policy.

3. Cllr Morton brought to Council draft changes to Section 21 of Staff Contracts which he had simplified, and which refer to new procedures. It was recommended to take to full council to show the new contracts to employees seeking their agreement to the minor changes. It was RESOLVED to take this to full council.

4. Review progress on Policy. Ten policies have been reviewed during the last year and have been approved through full Council. The Pension Policy is still outstanding as it is waiting for the Clerk to seek an example policy. The Model Publication Scheme became more of an action plan rather than a policy review. It was noted that Business Continuity and Risk Asset and Management also require reviewing. It was agreed that Cllr Morton would concentrate on the Law and Governance Policy next and have something in place for Council approval, however, it was acknowledged that as a lot had been achieved already there was room for a short break in policy review.

124 Asset list

An asset list was not available at the meeting. It was considered that the only new asset was a grit bin and that no assets had been replaced.

125 Grants

It was RESOLVED to approve a grant request from the Church for the sum of £359.86 for three tables, subject to receipts being provided. It was agreed that the furniture purchased with the grant money must be labelled stating that the equipment belongs to the community group and sponsored by RPC.

126 Parish Council Policies

1. Co-option Policy This has not yet been reviewed.
2. To consider protocol of committees, sub-committees and working groups – this is still to be reviewed.
3. To consider the Terms of Reference associated with the above groups – the Working Party and the Admin and Finance Committee has been approved. It was understood the Chapel Working Group had also been completed. It was agreed to check whether the Park Working Group had been undertaken.

127 Parish Council Continuity Plan

This is of high priority and will be reviewed in the near future.

128 Youth of the Year

No nominations had been received.

129 Budget 22 – 23

Cllr Dawson shared a budget sheet which he had prepared and would be for discussion at the Budget meeting on 17 January.

130 Staff matters

Cllr Morton raised staff annual leave which had been revised in line with NALC calculations. It was agreed the Cllr Keen would speak to employees regarding days worked so that leave allocations could be calculated correctly.

The Chairman thanked those present and closed the meeting at 21.24.