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| Members present | Cllrs – P Baker (Chairman), J Bate, B McEldowney, M Shepherd and O Sweeting |
| In attendance | Clerk - Rebekah Powell |
| 1. Apologies for Absence | Cllr T Gillespie |
| 2. Declarations of Interest | None were made |
| 3. To consider Members written requests for Dispensation | None received. |
| 4. Public Questions | No Members of the public were present |
| 5. Re-opening the meeting | The meeting re-opened to consider the points below |
| 6. Minutes of previous meeting | The minutes of the meeting held 14/02/19 were approved as an accurate record and signed. There were no matters arising. |
| 7. Clerks report to include: | <p>7.1 Employee Appraisal Policy Review
The Clerk noted that this was a working document and as such had been used very recently for both her review and that of the Assistant Clerk. At the time the Clerk had noted some areas that needed amending and this had been carried out with Cllr Baker and Cllr Sweeting. The Clerk asked if Members were happy to class this as the review of the document
It was agreed that this would be the review of the Employee Appraisal Policy</p> <p>7.2 Review of GDPR Action Plan – document circulated
The Clerk reported that the Parish Council were a little further ahead with this than she had thought and that this was a positive. However, some of the deadlines had been missed and new target dates needed allocating which could be done between herself and Cllr Baker. The Clerk emphasised the need to get this in order and that she would need to focus on it as a project this Financial Year.
It was noted that Cllr Baker would assist where possible</p> <p>7.3 Completion of Clerk Appraisal
The Clerk had received a successful appraisal in February, with newly allocated actions and would make the completed document available for signing by the end of the month.</p> <p>7.4 Planters rental through Plantscape</p> |

Members had agreed at the FPC that the rental option for the Planters would be pursued by the Clerk. The Clerk informed Members that the signs had been measured and as they were only 92 cm wide the smaller planters would be sufficient, therefore a new quote of £859.20 inc VAT for 5 1000mm planters to include installation, planting and watering had been accepted.

7.5 Internal Audit dates amendment and External Audit dates

Due to external audit giving a date of 30th June for deadline, meaning the approval of the Annual Return was needed at the May Annual Parish Council Meeting, the Internal Audit dates had been moved to collection on May 3rd and return on May 13th

- 8. **To review the following policies and documents (documents circulated)**

8.1 Health and Safety Policy

It was agreed to defer this document to the Policy Working Party

8.2 Complaints Procedure

It was agreed to endorse the policy as presented

8.3 Insurance Policy

It was noted that the wording of the policy should be altered to read 'should also cover Parish Councillors' under item 5.1.2 Employers Liability.

It was agreed to endorse the policy subject to this change

8.4 Risk Assessment/Risk Management/Risk Review Log

Members reviewed each document and discussed the suggestions the Clerk had made for amendments. In particular, the Council would review the turnaround of minutes for the Neighbourhood Plan Steering Group in six months' time.

It was agreed to endorse each document as presented

8.5 Asset Register

It was agreed to endorse this document as presented

- 9. **To agree a date and time for the working group to look at outstanding policies and procedures**

It was noted that following 7th May a new Council would be in place. A date of Tuesday 4th June 2019 was provisionally agreed which could be finalised when the Membership of the Finance and Staffing Committee had been established.

- 10. **To consider the quote for Insurance renewal (document circulated)**

The Clerk informed Members that a quote of £1174.73 had been received from Zurich. It was noted that a comparison of Insurance companies had been carried out last year and a full review would be carried out in the next Financial Year. The quote was to include all events that were planned. It was noted that with the events added last year the Council spent approximately £1040 on Insurance so this was not a huge increase in price. It was discussed that Zurich were also tailored to Parish Council insurance

It was agreed to accept the quote of £1174.73 from Zurich for the Insurance for the coming year from June.

- 11. **To note the end of year accounts status (document to be circulated)**

The Clerk had prepared a document that showed the actual expenditure to budget for the Financial Year 2018-19 and went through it in detail with Members. It was noted that the Council had worked under budget.

It was agreed to approve the end of year accounts as presented by the Clerk.

The meeting ended at 20:48 pm

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Chairman, Finance and Staffing Committee
Catshill and North Marlbrook Parish Council