

**THURSTON PARISH COUNCIL**

Minutes of the Policy and Resources Committee Meeting held on Friday 17<sup>th</sup> September 2021 at 10.30am in the Parish Council Office, New Green Centre.

In the Chair: Cllr. Rainbow

Present: Cllrs. Haley and West. In Attendance: Mrs V Waples, Clerk.

The Chair for the meeting declared the meeting open at 10.30am thanked all for attending and read out the notice for the reporting at meetings of the parish council.

1. Apologies of absence –
  - a) Council to receive apologies – Cllr. Dashper had previously submitted apologies due to a work commitment.
  - b) The meeting consented to accept the apologies given, aif.
2. Declarations of pecuniary and non-pecuniary interests -
  - a) To receive declarations of pecuniary and non-pecuniary interest in items on the agenda and their nature including gifts of hospitality exceeding £25 – there were none received.
3. To approve the minutes of the Committee Meeting of 26<sup>th</sup> March 2021 as previously circulated –
  - a) 26<sup>th</sup> March 2021 - the minutes were approved as a true and accurate record of the meeting that took place with agreement forthcoming for them to be signed as such by the Chair, aif.
4. To consider and review / adopt the following:
  - a) To review and adopt the updated Council's Community Engagement Strategy – all agreed that the proposed amendments should be incorporated into the document, aif.
  - b) To review and adopt the circulated Playground Accident Policy – all agreed to adopt the three documents as circulated, aif.
  - c) To review and adopt the circulated Volunteer Policy – all agreed to adopt the policy with the additional clauses relating to copies of the Council's Health and Safety Policy being handed to all volunteers and that a copy of the Accident Book is held in the Parish Council Office, aif.
  - d) To review and evaluate the processes and procedures followed in CIL Bid Round 1 for the year 21-22 and to consider amendments that may be forthcoming – 5 were valid bids and had been approved with offer letters accepted and returned; one was still o/s due to costs of the acoustic fencing which was in the process of being sorted and would be returned to Council once full costs were known. It was confirmed by all present that the processes and procedures had proved effective and at this point in time did not require amendments.
  - e) To review the hours currently worked by Office Staff – the extra hours worked by the Clerk were discussed and it was noted that they had reduced considerably since March 2021. Discussion followed over staffing levels and work commitments / pressures coming forth and agreement was forthcoming that a conversation needed to be had with the current landlords as to the practicalities of expanding the premises as part of the Council's continuity plans.
  - f) To review the Asset Register for the period ending 17<sup>th</sup> September 2021 – Council noted the most recent asset register showing value to £249,582 and that this was fully covered by insurance to the end of September 2021 when the current insurance period came to an end.
  - g) To note that, in accordance with Council's own Financial Regulations, the RFO has carried out the annual review of the record of all insurances effected by the council and the property and risks covered thereby and confirms that the renewal quotation from the Council's current insurers provides adequate protection to help manage the risks associated with the Council's operation to a level which is tolerable – it was confirmed that prior to the annual renewal of the Council's insurance, the Clerk along with the Vice-Chair had carried out an audit of the Council's assets and responsibilities and were satisfied that insurance cover, if renewed on the same basis, but with an alternative provider, would be adequate and that having identified, assessed

Signed.....Chair

Date: 26<sup>th</sup> November 2021

and recorded the risks, appropriate measures, such as the appropriate use of insurance cover, was in place to mitigate and manage any risks associated with the Council's activities.

- h) To review and approve the change of Council's Insurance company – Clerk to provide a verbal update on the reasoning behind the change being proposed – the Clerk provided the meeting with an update received from CAS, the Council's insurance brokers, in which it was confirmed that RSA (Council's current provider) had refused to honour the LTA agreement that was in place until September 2022, due to the increase in the Fidelity Guarantee cover. Whilst the broker had tried to get them to reconsider, it appeared to be to no avail and CAS had advised that if they did not hear back from them by close of business of that day, they will assume they aren't willing to honour the LTA's. Council was therefore advised to seek alternative insurers advising them that RSA were not willing to honour the Long-Term Undertaking. The clerk confirmed that she was seeking quotations from four alternative suppliers and that to date two had provided a quotation with one indicating that they would not be interested in quoting until 2022. The meeting agreed that if no further quotations were forthcoming by the Clerk's requested date of 21<sup>st</sup> September, then Council's Financial Regulation 11h would be suspended and the Council would consider the two quotations currently received, aif. It was further agreed that once the quotations had been received by the due date, the information would be circulated to members of the Policy and Resources Committee for all to review and make a recommendation as to the Council's preferred provider. Once all information had been collated, it was agreed that delegated power be given to the Clerk to place the Council under insurance with the preferred provider, aif.
5. To consider matters coming forth from Committee Members: there were no matters forthcoming.
6. Date of future Meetings: to confirm the dates:
- a) Policy & Resources Committee Meeting – 26<sup>th</sup> November 2021 at 10.30am – venue to be confirmed *post meeting note – this has changed to 19<sup>th</sup> November 2021.*
7. There being no further business to transact, the Chairman closed the meeting at 11.16am.

Signed.....Chair

Date: 26<sup>th</sup> November 2021