



**8. Asset Register.**

Members noted the possible revisions being prepared and **AGREED** that items costing less than £500 should no longer be listed individually. Cllr Upton was thanked for his help.

ACTION

**9. Memorial Policy.**

Members noted that photographs had been taken of the current status of the war memorial and **ON THE PROPOSITION OF** the Vice-Chairman, **SECONDED** by Cllr Hayes, **IT WAS UNANIMOUSLY RESOLVED** that Cllr Mrs. Haywood be permitted to upload them to the website where it was now registered. Cllr Mrs. Haywood undertook to assess the recommendations from the training event and combine it with the current council policy for consideration by members at a future meeting.

AEH  
tbc

AEH  
tbc

**10. Insurance Review values and/or buildings.**

Following consideration of the 3-5 yearly review, members felt it would be prudent to defer obtaining quotes for a valuation of buildings until after any changes were made to the garages.

FGP  
12/15

**11. Cancellation of Committee Meeting.**

Members noted the Clerk's advice that due to the election on 7<sup>th</sup> May, the Finance and General Purposes Committee would cease to exist until reappointed at the Council AGM on 20<sup>th</sup> May. The website would be updated accordingly.

Clerk  
25/3

**12. Revised Financial Regulations.**

Members took the opportunity to review and discuss the draft document, noting that revised forms for internal use would also be added to the policy and distributed when approved by council.

Members  
25/3

**13. Draft Media Policy.**

Members considered the draft, noting that there was some overlap with the recently adopted protocol on recording of meetings. Cllr Hayes volunteered to check the two documents for consistency and submit any proposed changes for later consideration.

Clerk/  
MH  
tbc

**14. Website Review.**

Members discussed options for future development and considered some suggestions for integration with other social media. Discussions highlighted the need to publicise forthcoming events, provide more photographs of existing services and freshen up the information. **ON THE PROPOSITION OF** the Vice-Chairman, **SECONDED** by Cllr Horne-MacDonald, **IT WAS UNANIMOUSLY RESOLVED** that the website manager should provide a quotation to implement his recommendation, with the potential to link in with Facebook and Twitter at a future time.

MH  
asap

**15. Electronic Banking – update.**

Members noted the activation of the accounts and the next stage to be implemented. **ON THE PROPOSITION OF** the Vice-Chairman, **SECONDED** by Cllr Hiley, **IT WAS UNANIMOUSLY RESOLVED** that the access for Cllr Terry be brought in line with other signatories **AND** that temporary authority be granted for Cllr Upton to create the beneficiaries listings for the disbursements account so that suppliers could be paid this way after April. **IT WAS FURTHER RESOLVED** that the Ebacs system be implemented for payroll processing when the Clerk and Cllr Upton had established a successful trial. Cllr Riordan commended an e-learning package on data protection and if details were forthcoming he would commend this for all signatories to undertake.

Clerk/BU  
20/3

Clerk/BU  
20/4

JR  
tbc

**16. Working Parties.**

**ON THE PROPOSITION OF** the Vice-Chairman, **SECONDED** by Cllr Upton, **IT WAS UNANIMOUSLY RESOLVED** that the report of the Events working party be accepted as a working document and that the need to have a functioning PA system with microphones be referred to the Leisure Services Committee.

LSC  
1/4

**17. Residents' Concerns.**

Members noted the list of concerns previously circulated.

## 18. Training.

No new training requests had been received. Cllr Riordan reported that he, Cllr Knibb and the Clerk had attended the excellent WALC Annual Briefing Day on Saturday 7<sup>th</sup> March and all associated paperwork was available from the Clerk on request. He had been excited to learn about the revised Local Council Award Scheme which now allowed applications for three different levels of award – Foundation, Quality and Gold. There was an excellent document that would allow the council to assess what it currently had in place, what it might need to work towards and how to apply for the award. The website information was one of the key factors. The Clerk reported on the excellent day's events that she had attended at part of the SLCC Practitioners Conference on Thursday 5<sup>th</sup> March. She highlighted the explanations of being in a VUCA world and the negative/positive perceptions of that, apparently the new 'normal' for young people; the problems highlighted when people forget to keep things in perspective instead of sorting things out; the technical support she could utilise for solutions to the mapping development she planned to use; preferred use of OS master maps instead of out of date alternatives; guidance on general processes for elections and getting people involved; the problems with inappropriate postings on social media and the police/legal action to resolve them, and finally a session on contracts management, which may help with a future meeting. She thanked the council for the opportunity to attend.

## 19. Clerk's Report.

The Clerk had tabled the latest information on salary comparisons to budget and had supplied draft wage documents to the Staff working party that she would welcome an opportunity to discuss; pension bandings had been received for the next financial year but could not be acted upon until government approval given; a credit note and apology had been given by a supplier that the Clerk had been in discussions with; a potential date for 'Resilience Awareness' had been offered and members felt that 17<sup>th</sup> June at 1.30 pm would be most suitable (a room would be booked at Arden Hall). **ON THE PROPOSITION OF Cllr Mrs. Allen, SECONDED by the Vice-Chairman, IT WAS UNANIMOUSLY RESOLVED** that Standing Order 3(aa) be suspended for 5 minutes to allow the item to be concluded. The Clerk continued her report by confirming that the response had been sent about the war memorial/act of remembrance; the weekly monitoring report from Solutions 4 IT had been printed for members to see; the company had confirmed categorically that they had not requested copies of any priced quotes, merely the clarity to quote like-for-like equipment; an invitation to members to the retirement event for the WALC County Secretary; a request for helping with a special charity fundraising event had been received which the Clerk and the Hall Manager were minded to approve under their delegated authority (no objections were raised by members to this); councillors were invited to attend the next bar stocktake (by prior arrangement) and Cllr Mrs. Allen kindly offered if no-one else was available; the cost of printing poll cards had been estimated at between £3,000-£5,000 if a contested election was held; nominations papers had been printed and guidance notes provided and the Clerk highlighted that if forms were completed too early, or too late, they would be invalid. Members welcomed the suggestion that they may like to bring them to the training for Standing Orders (being held in the Spencer Lounge on Wednesday 18<sup>th</sup> March) as there could be an opportunity to look at the ward information compiled by Cllr Hayes.