

**MINUTES OF A MEETING OF THE POLICIES & RESOURCES COMMITTEE
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE VILLAGE HALL
ON MONDAY 20th FEBRUARY 2023 COMMENCING AT 8.02PM**

Present: Councillors Mrs B Thomas (Chairman), Miss G Widdowfield (Vice-chair), Mr J Selley and Mr J Paxton

In attendance: Mrs C Callen (Clerk)

Minutes: Mrs C Callen

22/469 APOLOGIES FOR ABSENCE – Councillors Mrs G Gardner and Mr S Laycock.

22/470 SPECIFIC DECLARATIONS OF INTEREST – There were none.

22/471 MATTERS ARISING

The Clerk advised that notification had been received from Puzzle Technology Ltd regarding their price increases for the next financial year. This is to provide vital IT support and cloud storage backup for the Parish Council and the Microsoft licences for the staff and councillors.

Following the meeting with the local schools, Ramsey Manor Lower School PTA have requested financial support to obtain several road safety signs for use outside the school. This will be considered at next Full Council meeting.

22/472 TO APPROVE THE MINUTES OF THE POLICIES & RESOURCES COMMITTEE MEETING HELD ON 23rd JANUARY 2023

A copy of the minutes was provided to members ahead of the meeting. Councillor Thomas **PROPOSED** the approval of the minutes of 23rd January, **SECONDED** by Councillor Selley **with 3 in favour and 1 abstention**.

22/473 TO CONSIDER AND APPROVE VERIFICATION DOCUMENTATION FOR CARD PAYMENT PROVIDER

SumUp Payments Ltd, who the Council now use to process any card payments taken in the Office, have requested documents be provided as part of their Anti Money Laundering processes. Following discussion, it was agreed to respond with details of the Parish Councils local government status, a list of authorised signatories and the details of the Clerk/Responsible Finance Officer and Chairman.

22/474 TO CONSIDER AND APPROVE THE ANNUAL REVIEW OF EFFECTIVENESS OF SYSTEMS OF INTERNAL CONTROL

The Clerk presented a draft document, which was provided to members ahead of the meeting for discussion. After consideration, Councillor Widdowfield **PROPOSED** to approve the Annual Review of Effectiveness of Systems of Internal Control 2022/23, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

22/475 TO CONSIDER AND APPROVE ANNUAL AUDIT PLAN, INTERNAL AUDIT TERMS OF REFERENCE AND INTERNAL AUDIT PROGRAMME

Details were provided to members ahead of the meeting. The Internal Auditor was re-appointed in December 2022, based on a three-year term costing £140pa. An interim Audit was completed in January. The Year End Closure is planned for April and then the Internal Auditor will complete their review in May.

Councillor Thomas **PROPOSED** approval of the Annual Audit Plan, Internal Audit Terms of Reference and Internal Audit Programme, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

22/476 UPDATE REGARDING THE WATER DAMAGE TO THE PARISH OFFICE

As discussed and agreed at the Full Council Meeting on 13th February, the Clerk has emailed P&R Properties to request the remedial work to be completed, replacement of the damaged stationery items and the proposed reduction in rent for the quarter as compensation for the inconvenience caused. The Landlord has now responded with their revised proposals. These

were discussed. Councillor Widdowfield **PROPOSED** to accept the revised proposals and compensation of £333, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.
ACTION – Clerk to seek a quote for the replacement carpet and provide invoices for the replacement stationery. Date for remedial works to be undertaken still to be confirmed.

22/477 TO ACKNOWLEDGE THE CHANGES TO VAT ON SPORTS FACILITY FEES AND CONSIDER ANY FURTHER ACTIONS

HMRC has conceded that charges for local authority sports facilities are a non-business activity and outside scope of VAT. Affected councils may be able to reclaim additional VAT relating to the last 4 years. After discussion, it was agreed that the Clerk should assess what this means for Barton-le-Clay Parish Council and refer to The Parkinson Partnership LLP (affiliated to NALC) for confirmation and further advice.

22/478 TO CONSIDER AND APPROVE REINVESTMENT OF THE HAMPSHIRE TRUST BUSINESS BOND

The Hampshire Trust 1 Year Business Bond Issue 49 (1.21%) is due to mature on 23rd March. Unfortunately, reinvestment details have not yet been received so this item will be carried forward for discussion at the Full Council meeting in March.

22/479 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

There was none.

The meeting closed at 8.40pm