

**MINUTES OF A MEETING OF THE POLICIES & RESOURCES COMMITTEE  
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE VILLAGE HALL  
ON MONDAY 26<sup>th</sup> FEBRUARY 2024 COMMENCING AT 8.33PM**

Present: Councillors J Paxton (Chairman), (Vice-Chairman), A Fletcher, J Selley,  
B Thomas and S Laycock

In attendance: C Callen (Clerk)

Minutes: C Callen

**23/492 APOLOGIES FOR ABSENCE** – There were received from Councillor N Day.

**23/493 SPECIFIC DECLARATIONS OF INTEREST** – *(Cllrs may make declarations pertaining to the agenda at this point or at any point during the meeting)* – There were none.

**23/494 MATTERS ARISING**

The defibrillator at the Sports Field was reported because the electricity was not reaching the cabinet to switch the light on. The electrician who installed the cabinet attended the site on 26<sup>th</sup> February to investigate the situation and confirmed that the light was now working.

The Clerk attended a Government Home Office webinar presentation on Martyn's Law on 13<sup>th</sup> February, to understand the implications of the proposed Standard Tier regulations and how they might impact any Parish Council Events. Providing they are open events with no payment/tickets/control of attendees, then these are considered out of scope for the new regulations – e.g. Remembrance Service, Christmas Markets, Beacon Lighting, etc.

The Christmas Lights Group have held their closing meeting and have transferred over the final balance of £5,159.50 to the Parish Council, which will be held in an Ear Marked Reserve. The paperwork will be provided over the next few weeks. A discussion regarding any Switch-on Event will be held in due course.

The Clerk confirmed that the annual Health & Safety reviews have been completed and no issues found.

**23/495 TO APPROVE THE MINUTES OF THE POLICIES & RESOURCES COMMITTEE MEETING HELD ON 15<sup>th</sup> JANUARY 2024**

A copy of the minutes was provided to members ahead of the meeting. Councillor Paxton **PROPOSED** the approval of the minutes of 15<sup>th</sup> January, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

**23/496 TO ACKNOWLEDGE THE RENT REVIEW FOR THE PARISH OFFICE AND CONSIDER CHANGES PROPOSED**

The Rent review of the Office lease is due in May 2024 (every 4 years). The Landlords have advised that they are looking to increase the rent from £8,000pa (£7,500 + £500 garage) to £9,000pa, including the garage. The last increase was in 2016 when the new lease was signed for 12yrs. After consideration, Councillor Paxton **PROPOSED** approval of the increased rental to £9,000pa, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

**23/497 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 Paxton **PROPOSED** to approve the Annual Review of Effectiveness of Systems of Internal Control 2023/24, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.

**23/498 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. An interim Audit is currently being completed. The Year End Closure has been agreed for April by Rialtas Business Solutions and then the Internal Auditor will complete their final review in May.

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

**23/499 TO REVIEW AND APPROVE THE RISK MANAGEMENT STRATEGY**

The Clerk has reviewed the document to support the Council's Internal Control requirements, with minor proposed changes highlighted in yellow. A copy was provided to members ahead of the meeting. Councillor Paxton **PROPOSED** approval of the Risk Management Strategy version 2.0, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.

**23/500 TO CONSIDER AND APPROVE THE ASSET REGISTER AND DISPOSAL POLICY**

The Clerk has prepared a draft document based on guidance from NALC/SLCC/Audit and to support the Council's Internal Control requirements. A copy was provided to members ahead of the meeting. Councillor Paxton **PROPOSED** approval of the Asset Register and Disposal Policy version 1.0, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.

**23/501 TO REVIEW AND APPROVE THE DOCUMENT RETENTION POLICY**

The Clerk has undertaken the bi-annual review of the Policy and highlighted minor proposed changes in yellow. A copy of the revised document was provided to members ahead of the meeting. Councillor Fletcher advised that accident and incident records should be retained until a child is 21 years old. Following discussion, Councillor Paxton **PROPOSED** approval of the updated Document Retention Policy version 3.0 with the suggested amendment, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

**23/502 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

The Clerk advised that NALC have issued revised guidelines on the use of Council email addresses. The Clerk will forward the guidelines to all councillors and will support those councillors who need to update their systems to remove the need for any diverts.

The meeting closed at 9.01pm