

**MINUTES OF A MEETING OF THE POLICIES & RESOURCES COMMITTEE  
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PARISH OFFICE  
ON MONDAY 3<sup>rd</sup> MARCH 2025 COMMENCING AT 7.50PM**

Present: Councillors J Paxton (Chair), J Mikkelson (Vice-chair), A Fletcher, J Selley, S Laycock and A Vale  
In attendance: C Callen (Clerk)  
Minutes: C Callen

**24/459 APOLOGIES FOR ABSENCE** – There were none.

**24/460 SPECIFIC DECLARATIONS OF INTEREST** – There were none.

**24/461 MATTERS ARISING**

The Internal Auditor has completed their interim review with no issues raised. This will be acknowledged at Full Council on 10<sup>th</sup> March.

The annual renewal of the Microsoft 365 Licences has been completed. Total cost £782.40 (£834.60 in 2024). The Parish Council pay annually for the 2 Office Staff and 10 Councillor Licences, to save costs with an annual commitment. This was acknowledged.

The Clerk attended Clear Council Insurance's Risk Management webinar on 26<sup>th</sup> February. The Clerk has completed the Annual review of the Risk Assessments, ahead of acknowledging at Full Council.

Cawleys have advised that their prices will increase by 8% from 1<sup>st</sup> April 2025, with an additional 1p per kg on excess weight. Budgeted figure allowed for a significant increase due to more usage of the facility by the grounds staff. The Council are currently contracted to Cawleys for waste collection but will review cost comparisons prior to the next renewal. The increase was acknowledged.

**24/462 TO APPROVE THE MINUTES OF THE POLICIES & RESOURCES COMMITTEE MEETING HELD ON 20<sup>th</sup> JANUARY 2025**

A copy of the minutes was provided to members ahead of the meeting. Councillor Paxton **PROPOSED** the approval of the minutes of 20<sup>th</sup> January, **SECONDED** by Councillor Selley **with 6 in favour and 1 abstention**.

**24/463 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 2024/25, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

**24/464 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 was completed in February 2025. 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 Vale and **UNANIMOUSLY CARRIED**.

**24/465 TO CONSIDER AND APPROVE THE ASSET REGISTER AND DISPOSAL POLICY**

The Clerk has reviewed the current policy and no changes are proposed except to move to bi-annual reviews rather than annual. This document is to support the Council's Internal Controls

requirement. A copy was provided to members ahead of the meeting. The Clerk will review and update the Asset Register as part of the Year End procedures. Councillor Paxton **PROPOSED** approval of the Asset Register and Disposal Policy version 2.0, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

**24/466 TO CONSIDER AND APPROVE THE RISK ASSESSMENT FOR THE COMMUNITY GARDEN**  
Councillor Fletcher and the Clerk have put together a proposed Risk Assessment for the ongoing use of the Community Garden (insurance requirement), to be ratified at Full Council and then subsequently shared with the Community Garden volunteers. A copy was provided to members ahead of the meeting. After discussion, Councillor Paxton **PROPOSED** approval of the draft Community Garden Risk Assessment, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.

**24/467 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

Councillors Selley, Paxton and Fletcher gave a brief update to members following the meeting with interested parties to discuss the 3G project on 28<sup>th</sup> February. This will be provided in more detail at the next Full Council Meeting. Councillor Paxton expressed thanks to the Assistant Clerk for all her hard work in coordinating the project and preparing for the meeting to ensure it ran smoothly and all relevant information was available.

The meeting closed at 8.42pm