

**MINUTES OF A MEETING OF THE POLICIES & RESOURCES COMMITTEE
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PARISH OFFICE
ON MONDAY 23rd FEBRUARY 2026 COMMENCING AT 8.24PM**

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

- 25/490 APOLOGIES FOR ABSENCE** – These were received from Councillors J Paxton and J Selley.
- 25/491 SPECIFIC DECLARATIONS OF INTEREST** – There were none.
- 25/492 MATTERS ARISING**
There were none.
- 25/493 TO APPROVE THE MINUTES OF THE POLICIES & RESOURCES COMMITTEE MEETING HELD ON 19th JANUARY 2026**
A copy of the minutes was provided to members ahead of the meeting. Councillor Vale **PROPOSED** the approval of the minutes of 19th January, **SECONDED** by Councillor Laycock **with 3 in favour and 1 abstention**.
- 25/494 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 Mikkelson **PROPOSED** to approve the Annual Review of Effectiveness of Systems of Internal Control 2025/26, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.
- 25/495 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. 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 Mikkelson **PROPOSED** approval of the Annual Audit Plan, Internal Audit Terms of Reference and Internal Audit Programme, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.
- 25/496 TO REVIEW AND APPROVE THE RISK MANAGEMENT STRATEGY**
The Clerk has reviewed the current strategy and no changes were proposed. A copy was provided to members ahead of the meeting. Councillor Mikkelson **PROPOSED** approval of the Risk Management Strategy version 2.0, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.
- 25/497 TO REVIEW AND APPROVE THE DOCUMENT RETENTION POLICY**
The Clerk has reviewed the current Policy and no changes were proposed. A copy was provided to members ahead of the meeting. Councillor Mikkelson **PROPOSED** approval of the Document Retention Policy version 3.0, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.
- 25/498 TO REVIEW ASSERTION 10 CHECKLIST AND CONSIDER WAY FORWARD**
The Checklist has been drawn up by Breakthrough Communications and outlines all the Council requirements to meet the new Assertion 10 element of the SAPP Practitioners' Guide. A copy was provided to members ahead of the meeting. The Council already use '.gov.uk' email addresses and an IT Policy was adopted at the December Full Council meeting. The Website provider has provided details of the accessibility compliance. The Clerk has contacted Breakthrough Communications, who already support the Council with Data Protection via their

Council Hive Hub. They have suggested they complete a health check for the Council and review the policies and procedures in place, so that any shortcomings can be addressed before the end of March. An update will be provided to members via email.

25/499 TO CONSIDER AND APPROVE PURCHASE OF A REPLACEMENT LAMINATOR

The Office laminator is not working properly. It was purchased in November 2022 and is now out of warranty. A replacement is now required. Given the recent high usage for the Referendum, the Neighbourhood Plan budget was suggested to fund the purchase. After consideration of the quotes for various machines, Councillor Mikkelson **PROPOSED** approval to purchase the GBC A3 Fusion 6000L Office laminator from Amazon UK at a cost of £244.16 plus VAT, paid from the Neighbourhood Plan EMR. This was **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

25/500 TO CONSIDER AND APPROVE COST FOR ANNUAL MICROSOFT 365 LICENCES

Puzzle Technologies have provided a quote to renew the Microsoft 365 Licences for a further year (no change from cost paid in 2025). The Parish Council pay annually for the 2 Office Staff and 10 Councillor Licences, to save costs with an annual commitment. Councillor Mikkelson **PROPOSED** approval of cost of £782.40 plus VAT for the annual renewal, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.

25/501 TO RETROSPECTIVELY APPROVE REVIEW OF BUSINESS RATES FOR THE SPORTS PAVILION

As discussed at Full Council on 9th February, the Council has engaged the services of Goodman Nash to review the Business Rates at the Pavilion for 2023-2026 and for 2026 onwards, and to investigate any rate relief applicable. Cost for the service will be 40% of any savings made up until March 2027. Councillor Mikkelson **PROPOSED** retrospective approval for the engagement of Goodman Nash to complete the Rates review, **SECONDED** by Councillor Vale **with 3 in favour and 1 abstention**.

25/502 UPDATE REGARDING WASTE COLLECTION AND AGREE WAY FORWARD AND COSTS

Item deferred from Full Council. The Clerk met with a representative from Cawleys on 23rd January to discuss options for waste collection going forward. They have now provided a quote for the REL at the Allotments to be for just green waste and collected 4weekly, and for a smaller 1100 cart for General Waste to be collected fortnightly, based at the Pavilion. Biffa provided a quote for general waste but were unable to quote for green waste. Quotes for a chipper have also been provided by Stuart Brown Ltd – cost £3823-£5500 plus VAT. After consideration, Councillor Mikkelson **PROPOSED** approval of the Cawleys quote for 12months, subject to monthly photo evidence of usage and 6monthly review, and setting up an EMR towards future chipper costs. This was **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

25/503 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

There were none.

The meeting closed at 9.11pm