

POLICY & RESOURCES COMMITTEE

4th March 2020

7.30 p.m.

*Cllr A Watts - Chairman
Cllr Mrs. S. Stavrou – Deputy Chairman
*Cllr M. Fitch
*Cllr R Holmes
*Cllr Mrs H. Kane
*Cllr Mrs. J. Lea
*Cllr Miss J Lucas
Cllr Mrs. A. Mitchell
*Cllr D Plummer
Cllr. Mrs. E.A. Webster
*Cllr S Yerrell

* Denotes Members present.

In attendance: Town Clerk and Senior Assistant

Cllr A Watts in the Chair

740/20. **Recording of Meetings:** The notice was duly read to the meeting.

741/20. **Apologies for Absence:** Apologies for absence were received from Cllr Mrs E A Webster, Cllr Mrs A Mitchell & Cllr Mrs S Stavrou.

742/20. **Disclosure of Interest:**

Member	Item	Interest	Reason	Action
Cllr A Watts	Abbey Filling	Non-Pecuniary	Friend of proprietor & account holder	Remained
Cllr Mrs H Kane	Abbey Filling	Non-Pecuniary	Supplier	Remained
Cllr Mrs H Kane	WA Stationers	Non-Pecuniary	Friend & Supplier	Remained
Cllr S Yerrell	Abbey Filling	Non-Pecuniary	Supplier	Remained
Cllr M Fitch	Warmhouse	Non-Pecuniary	Supplier	Remained
Cllr M Fitch	WA Stationers	Non-Pecuniary	Friend & Supplier	Remained
Cllr R Holmes	WA Stationers	Non-Pecuniary	Supplier	Remained

- 743/20 **Public Questions:** There were no public questions.
- 744/20 **Accounts Paid:** Members referred to lists of accounts paid and reimbursements made on the authority of two members dated 12th and 26th February 2020. It was moved by the chairman and
- RESOLVED – THAT the accounts paid, and reimbursements made on the authority of two members dated 12^h & 26th February 2020 be confirmed and approved.
- 745/20 **GDPR:** The Committee noted that there is no specific update at this time.
- 746/20 **Carbon Neutral 2030 Action Plan:** Councillors noted the Town Clerk’s report and the updated action plan giving greater details on timescales.
- 747/20 **Five Year Strategic Plan:** The Committee received the Town Clerk’s report and the proposed amendments. Cllr Watts suggested that an additional item be included referring to overnight street lights. The Town Clerk is to research figures relating to crime figures; check with Essex County Council relating to LED lights, and whether or not different areas can be lit.
- 748/20 **Internal Audit Plan:** The Town Clerk’s report and the Internal Audit Plan was noted and it was moved by the Chairman and
- RESOLVED – that the 3 year Plan and the program for 2020/21 be accepted. A question was raised regarding a new document from NALC which will be investigated by the Town Clerk.
- 749/20 **Internal Audit Report:** Councillors received the Town Clerk’s report and the Internal Audit Second Interim Update 2019/20, and it was moved by the Chairman and
- RESOLVED – that the Update and its recommendations be agreed.
- 750/20 **Internal Control Measures:** The Town Clerk’s report on Internal Control measures was considered by Councillors, and it was moved by the Chairman and
- RESOLVED – that the report be accepted and agreed.

- 751/20 **Risk Register Review:** The Committee received the report and the updated Risk Register. It was moved by the Chairman and
- RESOLVED – that the Town Clerk submit a report to the next meeting of this Committee giving further details on the “High” and “Critical” items identified, and mitigation methods; and that the timing of this twice yearly review be changed.
- 752/20 **PWLB Report:** The Senior Assistant’s report on the Public Works Loan Board was duly noted.
- 753/20 **Annual Governance Statement:** The Town Clerk’s report for the Annual Governance Statement was duly noted.
- 754/20 **Status List:** The status list was duly noted, and it was recognised that actions had been identified at the most recent Council meeting.
- 755/20 **Any Other Business:** A spoof post on social media regarding Covid-19 was discussed. It was also stated that this matter should be taken seriously, and that government advice should be monitored, and to encourage hand-washing.
- 756/20. **Exclusion of Press and Public:** It was moved by the chairman and
- RESOLVED – THAT in view of the confidential nature of the business to be transacted and listed below, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw.
- 757/20 **Budget Monitoring Report:** The Officer’s report was noted.
- 758/20 **Sundry Debtors:** The Senior Assistant’s report was noted.
- 759/20 **Direct Debits, Standing Orders and Transfers dated 01/01/2020 – 31/01/2020:** were duly noted.
- 760/20. **Imprest Account Payments as at 01/01/2020 – 31/01/2020** were duly noted.
- 761/20 **Bank Reconciliation Statement as at 31/01/2020** were duly noted.
- 762/20 **Larsens Tennis Club:** The Town Clerk’s report was discussed. A further meeting is to be held with the Tennis Club in the next month, and also to ascertain if a third party would be interested in using the facility.

763/20 **Capital Reserves:** The Senior Assistant's report was duly noted.

764/20 **Communication:** The Town Clerk's report on paperless meetings, and other communications was also noted.

CLLR A Watts
CHAIRMAN of the MEETING.