

Minutes of the **Finance and Policy Committee** held on **Monday 16 March 2020** in the Civic Hall, Brackley Town Hall, Brackley, NN13 7AB.

Present: Cllrs Baker, Bagot-Webb, Cartmell, Sharps, Tiller, Waldron and P Wiltshire

Officers: Town Clerk (A Moses), Deputy Town Clerk (K Hale)

559/19 Apologies for absence

Apologies were received and accepted from Cllrs Ross and Stimpson.

560/19 Declarations of interest

Cllr Sharps – grants

Cllr Cartmell – third page of accounts in respect of the deputy mayor's allowance.

561/19 Public participation

None.

562/19 Approval of minutes

On the proposition of Cllr Waldron, it was **RESOLVED** to:

receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 17 February 2020.

563/19 Finance reports

On the proposition of Cllr Cartmell, it was **RESOLVED** to:

receive for approval:

- 1) List of Accounts for February in the sum of £130,747.20

564/19 Monthly Reconciliation Sheet for signing

The Brackley Town Council Reconciliation Sheet as at 29 February 2020 was presented for signing by the Chair of Finance and Policy Committee.

565/19 To receive the minutes of the Venues and Events Working Party

On the proposition of Cllr Cartmell, it was **RESOLVED** to:

Accept the minutes of the Venues and Events Working Party meeting on 9 March 2020.

Look at insurance to see where we stand on the tenant if they cause damage.

The minutes contained no recommendations.

566/19 Recommendation from the Cemetery & Allotment Working Party

On the proposition of Cllr Cartmell, it was **RESOLVED** to:

Accept the minutes of the Cemetery & Allotment Working Party meeting on 18 February 2020 and the **RECOMMENDATION** to approve the enforcement programme as described in the minutes.

567/19 Recommendations from the Grants Panel Working Party

On the proposition of Cllr Cartmell, it was **RESOLVED** to:

Accept the minutes of the meeting of the Grants Panel Working Party on 4 March 2020 and the **RECOMMENDATION** to the committee to agree that Grants are allocated, as shown on the summary sheet to a total of £12,388.00.

568/19 Review and approve the following policies/documents

On the proposition of Cllr Sharps, it was **RESOLVED** to:

approve and adopt the Volunteering Policy and the Volunteer Handbook.

569/19 COVID – 19 Risk Assessment

Members are asked to consider the attached Risk Assessment and Business Continuity Response to Covid-19.

On the proposition of Cllr Sharps, it was **RESOLVED** to accept the following **RECOMMENDATIONS:**

Approval of the Risk Assessment

Ratification of the purchase of infection control supplies by the Town Clerk.

Ratification of the purchase of 3 laptops. Capital expenditure for the laptops being taken from reserves.

The implementation of working from home will be the decision of the Town Clerk and reflect the risk to staff of community spread once the first cases are confirmed in the local region.

To discuss what practical measures need to be taken in respect of business continuity including whether it is necessary to temporarily suspend any Financial Regulations or Standing Orders and nominate substitutes for the Mayor and Deputy Mayor as part of the delegation of authority to the Clerk in order to ensure certain matters can continue.

570/19 Request from Brackley European Association

On the proposition of Cllr Baker, it was **RESOLVED** to:

ratify the purchase of a gift to celebrate the occasion of the 45th year of twinning with Montabaur to a value of £200 from Direct Responsibilities Meeting on 17 February 2020.

571/19 Matters for discussion or information

Coronavirus – members advice was sought. Staffing strategy to be drafted and sent out to councillors within the next 2 days.

Internal auditor is carrying out audit remotely.

With immediate effect, Brackley Town Council will no longer accept cheques nor cash because of the increased bank charges - 65p a cheque and £1 per £100 of cash when paid in.

Meeting closed at 20:49

Signed:

Dated: