**Draft Minutes of the meeting of**

**the Finance and Procedures Committee**

**of Bronington Community Council**

**held at Redbrook House, Redbrook Maelor, Whitchurch**

**on Wednesday 29th June 2022 at 6.30 pm**

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|  | **Present** | Cllrs Sue Clarke, Anna Edwards, Ben Martin, Steve Swinden. The Clerk. |
| 1. | **Apologies** | There were no apologies. |
| 2. | **Declarations of Interest** | There were no declarations of interest. |
| 3. | **Chairman** | Cllr Steve Swinden was elected as the Chairman of the Finance and Procedures Committee. |
| 4. | **Open Forum** | In the absence of any members of the public there was no consideration of this item. |
| 5. | **Minutes** | The Finance and Procedures Committee adopted the minutes of the Steering Group Meeting held on Wednesday 1st December 2021. |
| 6. | **The Finance and Governance Toolkit for Community and Town Councils** | 6.1 To review Part 1 of The Finance and Governance Toolkit for Community and Town Councils toolkitThe Clerk has completed Part 1 of the Toolkit. The Committee reviewed the responses and noted the actions required. The Committee are to focus on employee requirements and community engagement sections; these are to be addressed at the next meeting of the Committee.6.2 To consider and agree recommendations to be presented to the full Council:-The Committee agreed that the following actions are recommended / suggested to the full Council:-* All future communication is by email.
* Purchase of a large screen in order to display documents at Council meetings to (e.g. planning, finances etc)
* Review the Risk Assessment on an annual basis.

The Clerk is to carry out the following actions:-* Remote Meetings Requirements:- to report what is required to the full Council
* Training:- contact One Voice Wales (OVW) for advice on how to plan training requirements for both new and existing Councillors.
* Register of Interests:- to create a separate rolling Register of Interests and to clarify how long the record must be retained.
* Data Back up:- to purchase two memory sticks to back up data and give to the Chairman.
* Accident Report Book:- to purchase books – one for the Council meetings and one for the Community Room.
* Payments:- create a document regarding authorisation of payments made by the Council.
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| 7. | **Council Policies** | Cllr Swinden has gone through the policy documents and reformatted each document and added a date for review. He is to send the updated documents to the Clerk.The Clerk is to check that the Standing Orders and Financial Regulations are the latest versions.The Committee are to recommend to the Council that the policies are next reviewed in May 2023 (unless before).The Committee are to recommended that the Council adopt the following policies:-* Environmental Policy
* Anti-Bribery and Corruption Policy.
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| 8. | **Clerks Hours** | The Clerk has worked additional hours in respect of work carried out for the Finance and Procedures Committee and is to submit a claim to the full Council for both the steering group meeting held in December 2021 and the committee meeting held in July 2022. |