



**Minutes of the meeting of the Finance and Governance Committee held remotely
via Teams video link on Tuesday 9th February 2021**

The chairman reminded everyone that the meeting was being recorded.

PRESENT: Councillors G Stewart (Chair), R Butler, A Clark, J Hunt, S Kirve and P Wood.

Clerk: Tony Skeggs

Residents: None.

F21/01	APOLOGIES – There were no apologies.	
F21/02	DECLARATION OF INTEREST – No new declarations had been received.	
F21/03	MINUTES OF PREVIOUS MEETING The minutes of the Finance and Governance Committee meeting held on 8 th December 2020 were agreed as an accurate record and duly signed by the Chairman.	
F21/04	RISK REGISTER The chairman presented the Risk Register and explained why it was being considered at this time. Several past risks had been resolved by the formation of a Policy. Three new risks associated with the Neighbourhood Plan had been added to capture possible risks. There were no red risks showing. As there were no further comments or amendments suggested, the Risk Register was unanimously AGREED and would be presented to the next Full Council meeting.	
F21/05	COUNCIL POLICIES The chairman presented a Social Media policy. Cllr Hunt queried the “Owner” status, which showed the Chairman as the owner when it should be the Council. Cllr Clark highlighted that the policy seemed to concentrate on the risks around social media but did not include any positive comments on how social media could be used or guidance on what areas within the council would be appropriate for social media. Also, it should be linked to any editorial policy. The policy would be amended to take on the comments and brought back to the next meeting.	GS
F21/06	FINANCIAL MONITORING STATEMENT The clerk presented the monitoring statement as at the 31 st January 2021. The main item of note was that the payment for the playing field pathway had been made, and that the funding for it had been received. Normally, the claim to recovery VAT is made in April each year but due to the large amount paid out to date, the clerk would make an interim claim. The forecast year end position remained the same. Future monitoring statements would be brought to this committee, with a monthly statement being circulated to councillors for information.	Clerk
F21/07	POINTS OF INFORMATION <ul style="list-style-type: none"> • Cllr Stewart commented on how efficient short meetings were when run remotely. Cllr Clark added that the parish council had used Teams effectively to organise its meetings and use online document storage. • Cllr Hunt commented on the forthcoming elections and the need for training / induction of any new councillors. Cllr Clark added that the council needed to start thinking about onboarding / offboarding of councillors especially around IT. 	
F21/08	DATE OF NEXT MEETING The next meeting would be on the 8 th June 2021.	

The meeting closed at 7.55pm.



Signed: _____

Date: 8th June 2021

Action List

Date	Minute	Action	By Whom	Situation
11 Feb 20	20/04	Review of parish council policies.	Cllr Stewart	In Progress
9 June 20	20/19b	Prepare asset location maps for councillors.	Clerk	In Progress
17 Dec 20	20/45	Promote the HS2 Community Fund in the parish.	Clerk	In Progress
9 Feb 21	21/06	Make an interim VAT claim	Clerk	Completed