

**Minutes of the Finance and Management Committee Meeting held on
Tuesday, 27th June 2023 at 2.00 p.m. in accordance with notice given**

In the Chair: Councillor Morris-Wyatt

Present: Councillors Oakley, Roberts, Trinder, Wood

In attendance: RFO, Deputy Clerk

FM 01/27.06.23 APOLOGIES – Cllr Beioley

FM 02/27.06.23 PUBLIC PARTICIPATION – None

FM 03/27.06.23 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA - None

FM 04/27.06.23 MINUTES OF THE PREVIOUS MEETING

Cllr Wood proposed, “**acceptance of the minutes of 23rd May 2023.**” This was seconded by Cllr Roberts and unanimously agreed.

FM 05/27.06.23 STANDING ORDERS – following the annual review of the document, councillors stated that changes needed to be made regarding wording and to be consistent with NALC recommendations. Cllr Wood proposed “**to make changes to Standing Orders**”. This was seconded by Cllr Trinder. All unanimously agreed. **ACTION: RFO**

FM 06/27.06.23 Financial Regulations – following the annual review of the document, councillors stated that changes needed to be made regarding wording and to be consistent with NALC recommendations. Cllr Wood proposed “**to make changes to Financial Regulations**”. This was seconded by Cllr Trinder. All unanimously agreed. **ACTION: RFO**

FM 07/27.06.23 Terms of Reference – following the annual review of the document, councillors stated that changes needed to be made regarding wording and to be consistent with NALC recommendations. Cllr Wood proposed “**to make changes to Terms of Reference**”. This was seconded by Cllr Trinder. All unanimously agreed. **ACTION: RFO**

FM 08/27.06.23 Verbal RFO Report – no budget for memberships

FM 09/27.06.23 REFERRALS - None

FM 10/27.06.23 CORRESPONDENCE – None

FM 11/27.06.23 To authorise bank transfers/petty cash – Councillors queried the running costs of the Cost of Living lunch. This was initially agreed on a three month trial starting October 2022 and has not yet been reviewed. It was agreed to further investigate if there is a need to continue running through the summer months and associated costs. **ACTION: RFO**

FM 12/27.06.23 Any Items for information or referral - None

FM 13/27.06.23 Policies – Councillors considered the suite of HR template documents from NALC/GAPTC. Cllr Morris-Wyatt proposes that “**adopt in principle the policy templates, amend any inconsistencies from previous policies and completed policies to be adopted at next meeting**”. This was seconded by Cllr Trinder. All unanimously agreed. **ACTION: Cllr Morris-Wyatt/Clerk/Deputy Clerk.**

Chairman of Committee closed the meeting at 3.50pm.