



Dulverton Town Council

www.dulvertontowncouncil.co.uk

The Clerk

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Minutes of the Policies and Procedures Committee held on Monday 7th December 2020 at 8.00, using remote video conferencing.

Present: Cllrs. Mr Gerry Lewis, Mrs Christine Dubery and Mr Nick Thwaites.

Apologies: None

Election of Chairman.

RESOLVED: Mr Nick Thwaites was proposed as Chairman by Mrs Christine Dubery, and seconded by Mr Gerry Lewis. There were no other nominations. Mr Nick Thwaites was elected unanimously.

Deferment of business for comment by the public. None

Declarations of Interest:

Cllr. Mrs Christine Dubery with regards the Farmers Market.

Chairman's Comments & Meeting Management: None

Consider amendments to the following existing policies:

Standing Orders:

Reviewed by the Clerk. Members agreed that no amendments were necessary.

Financial Regulations:

Reviewed by Cllr. Mr Gerry Lewis.

Members considered the recommendation from the Legal & Finance Committee that that the following regarding Committee expenditure should be inserted:

3 Budgetary Control

3.8 "A committee may incur expenditure on behalf of the Council for any amount and purpose included in the approved budget for the committee without reference to the full council, subject to the normal provisions of these Financial Regulations. Any expenditure which falls outside the amounts or purposes of the approved budget for the committee shall require prior consideration by the Legal & Finance Committee and approval by full Council."

Furthermore with regards the expenditure of working groups for whom the Council provides financial administration services only:

3.9 "External sub-groups listed below for whom the council provides accounting services only may incur expenditure for any amount or purpose without reference to the full council provided that such expenditure does not exceed the funds available to that sub-group. Payments are not subject to the limitations of the powers under which Town Council approve expenditure, but to the criteria set by each sub group in their own terms of reference. However these must adhere to normal payment procedure and the terms of the Agreement between the two parties.

Dulverton Farmers Market

Dulverton Partnership"

RESOLVED: To insert the above into the Financial Regulations as recommended. Proposed by Mrs Dubery, seconded by Mr Lewis and carried.

Code of Conduct:

Reviewed by the Clerk. Members agreed that no amendments were necessary.

Statement of Internal Control:

Reviewed by the Clerk. Members agreed that no amendments were necessary.

DTC Risk Assessment:

Updated to include Covid19 risk assessment.

DTC Schedule of Assets:

Updated to include new grounds machinery and play equipment

Farmers Market Financial Management Agreement.

RESOLVED: To recommend adoption of the Agreement as presented. Proposed by Mr Lewis, seconded by Mr Thwaites and carried.

Seasonal Office Closure:

Members agreed that the office will be closed to the public as from 21st December 2020 until 4th January 2021.

Correspondence: None

Urgent matters to be considered with permission of the Chairman: None

Chairman.....

