



DULVERTON
GATEWAY TO EXMOOR

The Clerk
Dulverton Town Council
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Minutes of the Policies and Procedures Committee meeting held on Monday 9th December 2021 at 2.00pm, in the Town Council Office, Lady Street, Dulverton.

Present: Mrs Christine Dubery, Mr Nick Thwaites, Mrs Louise Parrish; Mr Alan Ottey and Mrs Margaret Rawle.

Apologies: None

Election of Chairman.

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

Deferment of business for comment by the public. None

Declarations of Interest: None

Chairman's Comments & Meeting Management:

The Chairman welcomed and thanked members for attending.

Staffing – Distribution of Responsibilities:

RESOLUTION: To use the services of GX Accountancy with regards the DTC payroll at a cost of £30.00+VAT per hour and meet additional set up costs amounting to no more than £60.00. Proposed by Mr Thwaites, seconded by Mrs Dubery & carried.

Consider amendments to the following existing policies:

Standing Orders:

Reviewed by the Chairman and Cllr Mrs Rawle. Members agreed that no amendments were necessary.

Financial Regulations:

The regulations require updating with regards the use of internet banking. The proposed changes are to be adopted at the next Council meeting.

Code of Conduct:

Reviewed by the Chairman and Cllr. Mrs Rawle. Members agreed that no amendments were necessary.

Statement of Internal Control:

To be amended to incorporate on-line banking. The proposed changes are to be adopted at the next Council meeting.

DTC Risk Assessment:

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

DTC Schedule of Assets:

New benches and tables to be added.

Seasonal Office Closure:

Members agreed that the office will be closed to the public as from 20th December 2021 until 3rd January 2022.

Correspondence: None

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

Chairman.....