

**MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE OF TRING TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, THE MARKET HOUSE, HIGH STREET, TRING ON MONDAY 11<sup>th</sup> MARCH 2019 AT 8:20 p.m.**

**Present:** Councillors: Cllr S. Hearn (Chairman)  
Mrs O. Conway  
Mrs P. Hearn  
N. Hollinghurst  
C. Townsend  
P. Hills (for Cllr G. Wilkins)

**Also present:** Cllr H. Grace  
Cllr M. Hicks  
Cllr Mrs R. Ransley  
Mr M. Curry, Town Clerk  
Mrs. D. Slade (Deputy Town Clerk)  
0 members of the public

**19601. APOLOGIES**

Apologies were received from Cllr G. Wilkins (illness). Cllr Hills substituted.

**RESOLVED:** To accept the apologies for the reasons given.

**19602. DECLARATIONS OF INTEREST**

None

**19603. TO CONFIRM THE MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING HELD ON 14<sup>TH</sup> JANUARY 2019**

**RESOLVED:** To accept the Minutes as presented and for the Chairman to sign them.

**19604. MATTERS OF REPORT FROM THE MINUTES**

The Clerk reported that the precept forms had been submitted to Dacorum Borough Council.

**19605. CHAIRMAN'S COMMUNICATIONS**

None

**19606. PUBLIC PARTICIPATION**

No members of the public present

**19607. IMPLEMENTATION OF THE INTERIM INTERNAL AUDIT**

The Interim Internal Audit report was circulated prior to the meeting. The Clerk outlined the recommendations and the steps taken or planned to implement the recommendations.

**RESOLVED:** To note the progress and plans to implement the recommendations

**19608. IMPLEMENTATION OF THE GDPR AUDIT**

The Deputy Clerk explained the templates and policies circulated prior to the meeting were those recommended by the Data Protection Officer (DPO) for adoption by the Town Council.

**RESOLVED:** To approve the adoption of the recommended templates and to note the implementation of the DPO's recommendations

**19609. ANNUAL REVIEW OF THE COUNCIL'S STANDING ORDERS**

The Clerk outlined the changes made to the NALC model standing orders (the NALC briefings on the subject were circulated prior to the meeting). It was recommended that these changes were made to the Council's standing orders.

The revised standing orders as a result of these changes and the recommendations of the Internal Auditor would be presented to Council with the outcome of a wider review of the Council's standing orders being conducted by the Clerk.

**RESOLVED:** To approve changes to the Council's standing orders (i) to mirror the changes made to the NALC model standing orders and (ii) the recommendations of the internal auditor

**19610. ANNUAL REVIEW OF THE COUNCIL'S FINANCIAL REGULATIONS**

The Deputy Clerk explained the proposed changes to the financial regulations following the interim internal audit.

**RESOLVED:** To approve changes to the Council's financial regulations on the recommendations of the internal auditor

**19611. ANNUAL REVIEW OF THE COUNCIL'S FINANCIAL RISK ASSESSMENT AND HEALTH & SAFETY POLICY**

As a consequence of item 19610 the wording of section 9 of the Financial Risk Assessment needs to be amended accordingly.

A change to 'Public Liability to provide Duty of Care' item 1 was recommended to incorporate a more detailed inspection regime. Checklists for the specified inspections have been sourced.

The Deputy Clerk reported that as well as the usual playground inspections a risk assessment and disability access audit had been conducted. The findings are being reviewed and implemented where practicable.

**RESOLVED:** To accept the recommended changes to the Financial Risk Assessment and note the conduct of the playground risk assessment and disability access audit.

**19612. EXCLUSION OF PUBLIC & PRESS:**

A resolution was considered that under section I of the Public Bodies (admission to Meetings) Act 1960 the public and press be excluded during the following items of the agenda for this meeting, because it is likely that publicity would prejudice the public interest by reason of the confidential nature of the business.

**RESOLVED:** To exclude members of the press and public.

**19613. ANNUAL COMMUNITY AWARD**

**RESOLVED:** To recommend the agreed nomination to Council

The meeting ended at 9:08p.m.

Chairman