

**MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE
OF TRING TOWN COUNCIL HELD AT THE COUNCIL CHAMBER, THE
MARKET HOUSE, 61 HIGH STREET, TRING, HERTS HP23 6AA ON
MONDAY 6th MARCH 2023 at 8.00 PM.**

Present: Councillors:	P. Elley (Chair) C. Townsend P. Hearn R. Ransley N. Nutkins (ex officio) K. Baker
Absent:	H.Piper
Apologies given:	S. Wilkie
Also present:	Cllr B. Patterson Cllr R. Hollinghurst L. Housden (Town Clerk) C. Murray (Deputy Town Clerk)

21338. APOLOGIES

Cllr Wilkie (Prior engagement)

RESOLVED: Proposed Cllr Ransley, seconded Cllr Hearn. To accept the apologies for the reasons given. Unanimously agreed

21339. DECLARATIONS OF INTEREST

None made.

**21340. TO CONFIRM THE MINUTES OF THE FINANCE & POLICY
COMMITTEE MEETING HELD ON 9TH JANUARY 2023**

RESOLVED: Proposed Cllr Townsend, seconded Cllr Hearn that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed. Unanimously agreed.

21341. MATTERS OF REPORT FROM THE MINUTES

Nothing to report.

21342. CHAIRMAN'S COMMUNICATIONS

The Clerk reported that:

- The rent for the hire of the Warden's garage from Dacorum Borough Council is increasing by 50p a week from 3rd April.
- The latest fact sheet for the CCLA investment had been circulated for information.

21343. TRING AIR CADETS PRESENTATION

Representatives from East Anglia Reserves Forces and Cadets Association gave a presentation to the committee. This included an insight of the new building they would like to build, the terms of the new lease required and the benefits the organisation brings to Tring.

21344. PUBLIC PARTICIPATION

No members of the public were present

21345. ANNUAL REVIEW OF THE COUNCIL'S STANDING ORDERS

A report on the status of the Council's Standing Orders with amendments proposed to paragraphs 35 c) v & vi and 35 e, h and i was circulated prior to the meeting

RESOLVED: Proposed Cllr Townsend, Seconded Councillor Hearn. To recommend to the Council to approve and adopt the Council's existing Standing Orders with the recommended changes detailed in the report. Unanimously agreed.

21346. ANNUAL REVIEW OF THE COUNCIL'S FINANCIAL REGULATIONS

A report on the status of the Council's Financial Regulations with a number of amendments recommended to paragraphs 5.2, 5.7, 11.1 e and 11.1 b, h & i was circulated prior to the meeting

RESOLVED: Proposed Cllr Ransley, seconded Cllr Townsend. To recommend that Council approve and adopt the Council's existing Financial Regulations with the recommended changes detailed in the report. Unanimously agreed.

21347. ANNUAL REVIEW OF THE COUNCIL'S RISK ASSESSMENT AND HEALTH & SAFETY POLICY

A report was circulated prior to the meeting recommending:

(i) Risk Assessments:

Mowing/strimming/street vacuuming risk assessment - Remove reference to wearing overalls.

Litter picking risk assessment - No amendments proposed

General Office work risk assessment - Reference to COVID requirements being removed.

General Risk Assessment - minor amendments proposed

(ii) Health & Safety Policy - No amendments proposed

RESOLVED: Proposed Cllr Hearn, seconded Cllr Ransley.

(i) To approve and adopt the above risk assessment with the proposed changes.

(ii) To approve and adopt the existing policy with no amendment.

Unanimously agreed.

21348. ANNUAL REVIEW OF THE WORK OF THE INTERNAL AUDITOR

A report of the work of the Internal Auditor and how this related to the Council's obligations in the Annual Governance Statement in the Annual Governance & Accountability Return (AGAR) was circulated prior to the meeting.

RESOLVED: Proposed Cllr Ransley, seconded Cllr Hearn (i) To note the satisfactory performance of the internal auditor (ii) That the Council was compliant with proper practice as defined in "Governance & Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices" in relation to assertion 6 in Section 1 of the AGAR. Unanimously agreed.

21349. ANNUAL REVIEW OF THE ASSET REGISTER

The Council were presented with the current asset list (that was circulated prior to the meeting) together with a report detailing any changes that had been made during the year including items that have been disposed of and the reasons for those changes.

RESOLVED: Proposed Cllr Baker, seconded Cllr Townsend. To note and accept the amendments to the Asset Register.

21350. POLICY REVIEW

A proposed updated copy of the following documents were circulated prior to the meeting: (i) Tring Town Council Child Protection and Safeguarding Policy (ii) Tring Town Council Role of the Designated Safeguarding Lead and (iii) Tring Town Council Dealing with Disclosures and Concerns about a Child or Young Person. The dates had been updated and where documents referred to 'peer on peer' it had been updated to 'child on child'.

RESOLVED: Proposed Cllr Hearn, seconded Cllr Townsend. To accept all three documents as presented. Unanimously agreed.

21351. ADDITIONAL INSURANCE POLICIES

The committee were asked to consider:

(i) If they wished to increase the level of Fidelity Guarantee limit on the next year's policy for an additional premium.

(ii) If a cyber insurance policy should be taken out.

RESOLVED:

(i) Proposed Cllr Townsend, seconded Cllr Ransley. Not to increase the Fidelity Guarantee limit. Unanimously agreed.

(ii) Proposed Cllr Townsend, seconded Cllr Hearn to take out the extra cyber insurance policy at a cost of £370.25. Unanimously agreed.

21352. EXCLUSION OF THE PRESS AND PUBLIC

A resolution was considered that under section 1(2) 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: Proposed Cllr Townsend, seconded Cllr Ransley. To exclude members of the press and public. Unanimously agreed.

21353. HIRE OF COUNCIL PROPERTY

The committee considered a request by:

(i) Grove Road Primary School to use the Market Place during the week 20th March to 24th March.

(ii) An amateur dramatics company to use the Church Square on 8th April to promote a show.

RESOLVED:

(i) Proposed Cllr Townsend, seconded Cllr Hearn. To permit the Market Place to be used as requested. Unanimously agreed

(ii) Proposed Cllr Ransley, seconded Cllr Hearn. To permit the Church Square to be used as requested. Unanimously agreed

21354. WORKS TO TREES AT REAR OF CHAPEL MEADOW

A quote from the councils approved tree contractor had been obtained to carry out these works and a report detailing the works and the cost had been circulated ahead of the meeting.

RESOLVED: Proposed Cllr Townsend, seconded Cllr Ransley. To appoint Tree Monkey Tree Care Ltd to carry out the tree works (£580). Unanimously agreed

21355. LEASE FOR ATC HUT

Proposed heads of terms for a new lease were circulated in a report before the meeting.

RESOLVED: Proposed Cllr Townsend, seconded Cllr Ransley. To agree to the proposed heads terms of the new lease and if agreed with the otherside to commence the legal work. Unanimously agreed