

# Mere Town Council

*TOWN CLERK - MRS. L. C. WOOD*

Minutes of a meeting of a Working Group of the Town Council held on Tuesday, 29<sup>th</sup> March 2016 at 11 a.m.. in The Town Council Office.

Present: Councillors Brett Norris (Chairman), John Jordan (Vice-Chairman, George Jeans & Mrs. Lesley Traves.

**To review and assess the effectiveness of internal control measures:**

Internal Controls	Action
Standing Orders	Standing Orders adopted May 2013. Considered effective. Agreed that no amendments necessary.
Financial Regulations	Financial Regulations adopted 2006, amended in 2011. Considered effective. Agreed no amendments necessary.
Audit Plan & Terms of Reference	Considered effective. Agreed no amendments necessary.
Code of Conduct	Adopted July 2012. Considered effective. Agreed no amendments necessary.
Allotment Tenancy Agreements	Review and, if necessary, re-write in line with legislation & regulations. Biannual inspection schedule introduced in 2015. To be carried out by Chairman, Clerk & Groundsman in 2016.
Burial & Cemetery Regulations	Review and, if necessary, re-write in line with legislation & regulations. Annual Memorial Inspection carried out by Clerk's Assistant in October 2015.
Health & Safety Policy	Although the Town Council had a Health & Safety Policy & Risk Management Policy, the Clerk was concerned that there may be aspects within these policies that are inadequate as she has no professional qualifications in this field. It was agreed that the Clerk should obtain quotations from professional companies to find out the costs of introducing a comprehensive Health & Safety Policy and Risk Management Policy.
Risk Management Policy	See above.
Policy for the Provision and Management of Play Equipment	Introduce in 2016/17
Information for dealing with Gypsies & Travellers	Introduced in 2012/13. No action necessary.
Data Protection Policy	No action necessary.
Freedom of Information Scheme	No action necessary.
Child Protection Policy	No action necessary.
Business Continuity Plan	It was agreed that the Business Continuity Plan should be updated as necessary.
Staff & Employment <ul style="list-style-type: none"> <li>• Contracts of Employment</li> <li>• Grievance Procedure</li> <li>• Disciplinary Procedure</li> <li>• Dignity at Work/Bullying &amp; Harassment Policy</li> <li>• Vehicle Policy</li> </ul>	<ul style="list-style-type: none"> <li>• No action necessary</li> <li>• No action necessary</li> <li>• No action necessary</li> <li>• No action necessary</li> <li>• It was agreed to install a 'No unauthorised passengers' notice in the groundsman's vehicle and to discuss 'mileage' and 'garaging' the vehicle with grounds staff and insurance company to see if there is any possibility of reducing insurance premiums.</li> </ul>

<ul style="list-style-type: none"> <li>• Training Needs</li> </ul>	<ul style="list-style-type: none"> <li>• It was agreed to find out prices on basic tree inspection surveys (previously agreed as training requirement) and also new legislation on rodent control training &amp; certification.</li> </ul>
Insurance Schedule	<p>All members agreed that a comprehensive assessment of insurance needs had taken place last year, which included the re-valuation of buildings etc. However, members felt that in view of the costs associated with the recent refurbishment of the Clock Tower, that the valuation of this building should be increased to £160,000.</p> <p>It was also agreed to add the Horticultural Shed in White Road/Spinners Way on to the insurance schedule with a value of £20,000</p>

With respect to all the above Policy Documents, it was noted that the Town Council should make every effort to comply with any new legislation and/or regulations as and when they may come into force or effect throughout the ensuing year.

Meeting closed at 12.30 p.m.