

Mere Town Council

TOWN CLERK - MRS. L. C. WOOD

Minutes of a meeting of a Working Group of the Town Council held on Wednesday, 3rd May 2017 at 7.00 p.m. in The Town Council Office.

Present: Councillors Brett Norris (Chairman), John Jordan (Vice-Chairman), & 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. It was agreed to continue with this.
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 2016.
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. Having recently attended an Information Governance Training event, the Clerk said that there may be some updates arising from new recommendations and that she would be working on this during the summer 2017.
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">• Contracts of Employment• Grievance Procedure• Disciplinary Procedure• Dignity at Work/Bullying & Harassment Policy• Vehicle Policy <ul style="list-style-type: none">• No action necessary• No action necessary• No action necessary• No action necessary• It was agreed to install a 'No unauthorised passengers' notice in

<ul style="list-style-type: none"> • Training Needs 	<p>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.</p> <ul style="list-style-type: none"> • It was agreed to assess training requirements – in particular: • Basic tree inspection surveys, rodent control & certification, small plant & machinery, road works (street signs etc).
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. Members noted that in view of the recent refurbishment of the Clock Tower, the valuation of this building had been increased to £160,000 last year. Members also noted that the Horticultural Shed in White Road/Spinners Way was now on the insurance schedule with a value of £20,000. The Clerk was also asked to clarify the situation with the office contents since it appeared that the insurance company assumed them to located within one of the premises insured.</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 8.40 p.m.