

Mere Town Council



TOWN CLERK - MRS. L. C. WOOD

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Minutes of a meeting of a Working Group of the Town Council held on Wednesday, 14th March 2018 at 11.00 a.m. in The Town Council Office.

Present: Councillors John Jordan (Chairman), Mrs. Kate Symonds (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.
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. The Clerk had obtained a ball-park figure from a professional consultant who would produce a H & S Manual with all the risk assessments but the costs were high. The Chairman took away the Council's current Health & Safety Policy & Risk Management Policy and said that he would these will be reviewed over the course of the next few months to make sure they are in line with functions, services and statutory requirements
Risk Management Policy	See above.
Information for dealing with Gypsies & Travellers	Introduced in 2012/13. No action necessary.
Data Protection Policy	Currently under review as new General Data Protection Regulations will come into force on 25 th May 2018. Clerk has attended a briefing session and new information and advice is coming through from NALC, WALC &

	SLCC on a regular basis at present.
Freedom of Information Scheme	No action necessary.
Child Protection Policy	Adopted 2016. 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 • Training Needs 	<ul style="list-style-type: none"> • No action necessary • No action necessary • No action necessary • No action necessary • It was agreed to assess training requirements.
Insurance Schedule	All members agreed that a comprehensive assessment of insurance needs had taken place in 2016, which included the re-valuation of buildings etc.

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 12.40 pm