

Mere Town Council

TOWN CLERK - MRS. L. C. WOOD

Minutes of a meeting of a Working Group of the Town Council held on Tuesday, 9th April 2019 at 2.00 p.m. in The Town Council Office.

Present: Councillors Mrs. Kate Symonds (Vice-Chairman), A. Colman. & 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	Considered effective. Biannual inspection schedule introduced in 2015 - to be carried out by Chairman, Clerk & Groundsman. It was agreed to continue with this.
Burial & Cemetery Regulations	Regulations amended in 2018/19. Considered effective. Annual Memorial Inspection carried out by Clerk's Assistant.
Health & Safety Policy & Health, Safety & Welfare at Work Guidelines	Last year the Clerk had expressed concern that there may be aspects within these policies that are inadequate as she has no professional qualification in this field. The Vice-Chairman had reviewed the documents: Mere Town Council – Health & Safety Policy V1 Mere Town Council – Health, Safety & Welfare at Work Guidelines V1 Amendments to the documents were recommended and it was agreed that these amendments would make the documents more effective. It was agreed to forward the amended documents to the Town Council for adoption.
Risk Management Strategy	Cllr. Colman suggested that this document should be reviewed and offered to work with the Clerk to review the document, chapter by chapter and submit to the chapter reviews to the Council for adoption throughout the year.
Information for dealing with Gypsies & Travellers	Introduced in 2012/13 following an incident. No action necessary.
General Data Protection Regulations & Privacy Policy	Reviewed in 2018. Considered effective. May require ongoing reviews but no action required at present.
Freedom of Information Scheme	Considered effective. No action necessary.
Child Protection Policy	Considered effective. Adopted 2016. No action necessary.
Business Continuity Plan	The Clerk expressed doubts as to whether this was effective but explained that the urgency was not so great now that the Clerks Assistant was familiar with many of the day-to-day management processes.
Staff & Employment <ul style="list-style-type: none"> • Contracts of Employment • Grievance Procedure • Disciplinary Procedure • Dignity at Work/Bullying & 	<ul style="list-style-type: none"> • Considered effective. No action necessary • Considered effective. No action necessary • Considered effective. No action necessary • Considered effective. No action necessary

<p>Harassment Policy</p> <ul style="list-style-type: none"> • Vehicle Policy • Staff Absence Policy • Training Needs 	<ul style="list-style-type: none"> • Considered effective. No action necessary • Introduced in 2019. Considered effective. No action necessary. • Considered effective. Assessment is ongoing.
<p>Insurance Schedule</p>	<p>Members noted that a comprehensive assessment of insurance needs had taken place in 2016, which included the re-valuation of buildings etc. However, the Clerk pointed out that she had been contacted by the new account manager of Came & Co (Town Council's Insurance Brokers) who had made an appointment to come and discuss the Council's insurance needs next week. The Clerk therefore agreed that she would include a report on this meeting with these minutes when they were distributed to members for consideration at the Full Council meeting.**</p>

It was noted that there are a number of specific risk assessments and assessment tools which contribute to the Town Councils Risk Management & internal control measures e.g.:

- Inspection sheets for 4 play areas & skate park & 3 car parks
- Monthly water meter reading sheets
- Written scheme for the control of exposure to legionella bacteria in TC premises (changing rooms) & recording sheets for temperatures etc.
- Litter pick risk assessment
- Ice & Snow Clearance Programme & snow response plan
- Smoking & E. Cigarette Policy
- Driving at Work & Vehicle Use Policy
- Business Continuity Plan
- Complaints Procedure
- Risk assessment for the erection of xmas lights on existing tree in The Island in The Square and on Mere Clock Tower
- Risk assessment for the removal of asbestos
- Fire Risk Assessment
- Ladders - Procedure for Safe Use of ladders, step-ladders & trestles and basic pre-use checklist
- Cemetery headstones & monuments – annual checklist/risk assessment
- Tree management plan
- Allotment inspection sheets
- PAT testing (annual)
- Fixed Wire testing (5-yearly)

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.

** Report on meeting with Ed Huston, Account Executive (Community) of Came & Company Local Council Insurance – meeting held on 18th April 2019.