

**MINUTES OF THE POLICY, FINANCE AND RESOURCES COMMITTEE MEETING**  
**HELD VIRTUALLY**  
**ON TUESDAY 9<sup>TH</sup> MARCH 2021 AT 6.30 PM**

**Councillors:** T E Grattan-Kane (in the Chair)

R J L Boase	J Martin (Town Mayor)	R F Edgcumbe
Mrs F N E Boase	Mrs N Roberts	
M H Thomas	M J Kenchington	

**Officers:** Miss P J Lavelle – Town Clerk  
Miss A D Retallack – Deputy Town Clerk

**243. Minutes**

On the proposition of Councillor Mrs Boase, seconded by the Mayor, it was unanimously

RESOLVED – that the Minutes of the Meeting held on 12<sup>th</sup> January 2021 be approved and signed as a true record.

**244. Matters Arising**

The Chair apologised to Members and Officers for his inability to effectively Chair the previous meeting due to IT issues.

**245. Budget Monitoring Statement**

Members considered the Budget Monitoring Statement to 31<sup>st</sup> January 2021 (circulated prior to the meeting).

It was proposed by Councillor Thomas, seconded by Councillor Mrs Boase, and unanimously

RESOLVED – that the January Budget Monitoring Statement be noted.

**246. Internal Audit by Members**

Councillors Mrs Boase and Mrs Roberts agreed to conduct an Internal Check on a date in March.

**247. Review of the Effectiveness of Internal Controls**

The Town Clerk gave a verbal report on the Review of Internal Controls which had been conducted remotely by the Chair and Councillor R J L Boase due to the Covid-19 restrictions. On the proposition of Councillor Mrs Boase, seconded by the Mayor, it was unanimously

RESOLVED – that the Review of the Effectiveness of Internal Controls be noted.

**248. Ear-marked Reserves**

Consideration was given to a report by the Town Clerk regarding Ear-marked and General Reserves (previously circulated).

The Town Clerk answered Members' questions following which it was proposed by Councillor Kenchington, seconded by Councillor Mrs Boase, and unanimously

RESOLVED – that:

- (a) the Ear-marked Reserves be adjusted as set out in the Town Clerk's report; and
- (b) the 2020/21 surplus/ deficit be transferred to/ from General Reserves.

**249. Investment Policy**

Members considered the Investments Policy (previously circulated) and the Town Clerk confirmed that the policy had been updated to reflect the changes to the Council's bank accounts.

It was proposed by Councillor Thomas, seconded by the Mayor, and unanimously

RESOLVED – that the Investments Policy be accepted.

**250. New Councillor Induction Pack**

Members considered a draft New Councillor Induction Pack (previously circulated) and agreed amendments.

On the proposition of Councillor Edgcumbe, seconded by Councillor Kenchington, it was unanimously

RESOLVED – that the New Councillor Induction Pack, as amended, be adopted.

**251. Draft Calendar of Meetings 2020/21**

Members considered the draft Calendar of Meetings 2021/22 circulated prior to the meeting. The Town Clerk advised that the calendar had been produced based on a mixture of virtual and physical meetings which could be affected by changes to Covid-19 regulations. Members agreed that the calendar could be subject to change depending on regulations. It was then recommended that on return to physical meetings the Planning Committee be reduced to one meeting per month held on the first Thursday of the month and Full Council meetings commence at 7.00pm for greater consistency.

On the proposition of Councillor Kenchington, seconded by Councillor Mrs Boase, it was unanimously

RESOLVED – to recommend to Full Council that the Calendar of Meeting 2021/22, as amended, be adopted at its Annual Meeting.

**252. Exclusion of the Press and Public**

On the proposition of the Mayor, seconded by the Chair, it was unanimously

RESOLVED – that pursuant to the provision of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the following items of business by reason of the confidential nature of the business to be transacted.

**253. Confidential Report of the Town Clerk**

**i) Seasonal Grounds Maintenance Operative**

On the proposition of Councillor Mrs Roberts, seconded by Councillor Mrs Boase, it was

RESOLVED – that:

- a) Members approved the job description, person specification and advertisement; and
- b) authorised the advertising of the post for recruitment for 6 months from 1<sup>st</sup> May 2021.

**254. Payments by Card**

The Committee considered a report by the Town Clerk, previously circulated, regarding a proposal to accept payments by card.

Following a brief debate it was proposed by Councillor Mrs Boase, seconded by Councillor Thomas, and unanimously

RESOLVED – that the Council begin to accept card payments and a 3G card reader with printer be purchased at a cost of £149 + VAT from SumUp.

**Meeting closed 7.42pm**

**Confirmed**

**Chair**