



Minutes of the Finance and General Policy Committee meeting of Bearsted Parish Council held at Madginford Hall, Egremont Road on Tuesday 5<sup>th</sup> July 2022 at 7:30 pm

Present:

Cllr Martin Broughton  
Cllr Joanna Tribley  
Cllr Denis Spooner

Also, in attendance were Clerk Erin Sugden, Cllr Richard Ash MBE and three members of the public.

Cllr Spooner raised his concerns about the lawfulness of the meeting and requested any resolution be ratified at the next Full Council meeting.

Cllr Broughton volunteered himself to chair the meeting which was seconded by Cllr Tribley and resolved with all in favour.

#### **Reports from members of the public**

One member of the public informed the committee that she had attended the recent Full Council meeting and felt that this meeting would not be lawful.

Cllr Broughton explained that he could find no reference in legislation to suggest that holding the meeting would be unlawful.

Cllr Ash suggested that no F&GP had been appointed and so the meeting was not lawful. A third member of the public suggested that standing orders should specify the length of service for committee members.

#### **1. Declarations of intention to record.**

The Clerk declared that the meeting would be recorded for minuting purposes.

#### **2. Apologies and absence**

Apologies were received and accepted from Cllr Graeme Hannington.

#### **3. Declaration of Interests, Dispensations, Predetermination or Lobbying**

None.

#### **4. Signing of the Minutes of the last meeting**

The minutes of the Finance and General Policy Committee meeting of Tuesday 8<sup>th</sup> March 2022 were agreed as a true record and duly signed.

#### **5. Clerk's report**

Nothing to report.

#### **6. Finance (Accounts and Audit Regulation 2011/817)**

- a) To consider payments to authorise: The payment list was not available due to many last-minute invoices having been submitted.
- b) To consider finance reports: The committee reviewed the finance report.
- c) To consider balances of accounts: The accounts were not available as no bank statements had been received.
- d) Grants and Donations requests: No requests for grants or donations had been received.

**7. Review policies for updating (LGA 1972 s.111)**

- a) Harassment & Bullying Policy: The committee requested for the clerk to seek clarification about protected characteristics. Once confirmed this will be recommended to the Full council with an annual review.

**ACTION: CLERK**

- b) Disciplinary Policy & Procedure: The committee will recommend to the Full Council that the policy should be reviewed biannually.
- c) Grievance Policy & Procedure: The committee will recommend to the Full Council that the policy should be reviewed biannually.
- d) Capability Policy: The committee will recommend to the full council that the policy should be reviewed biannually.
- e) Privacy Statement: The committee will recommend to the Full Council that the policy should be reviewed annually.
- f) Tree Management: The committee will recommend to the Full Council that the policy should be reviewed biannually.
- g) Recruitment and Selection Policy: The committee will recommend to the Full Council that the policy should be reviewed biannually.
- h) IT Acceptable Usage, Data Protection and Social Media: The committee will recommend to the Full Council that the policy should be reviewed biannually and that social media posts about matters relating to a council meeting should be reviewed by its chairman.
- i) Resilience Plan: Deferred to the next meeting to allow Cllr Hannington to review the plan to include lessons learned from COVID-19

**8. Data Protection Impact Assessment (DPIA)**

The DPO officer had not had the chance to review the document and requested it is deferred to the Full Council.

**9. Review of Leases of Parish Land**

The committee will recommend to the Full Council that a working group should be set up to review the leases and compliance with them.

**10. Introduction of Policies and Procedures**

- a) To discuss the requirement of a land donation policy: The committee will recommend to the Full Council that a policy is not required to set out procedures on how to manage land donation.
- b) To discuss the procedure for distribution of the 'Contain Outbreak Management Fund' received in January 2022: Discussion took place about the need to have a procedure in place to distribute the funding received for the COMF. Cllr Broughton will research similar policies and report back at the next meeting.

**ACTION: CLLR BROUGHTON**

**11. Insurance**

The committee felt it would be wise to research options for a 3-year insurance policy versus a one-year policy after receiving recommendations from the internal auditor. The Clerk will provide quotations in September.

**ACTION: CLERK**

**12. Correspondence**

None

**13. Future Agenda items**

Appointment of Chairman and Vice-Chairman  
Contain Outbreak Management Fund Policy

Employers Liability Insurance

**14. Proposed date of the next meeting being 6 September 2022.**

With no further business to transact, the meeting closed at 20.30hrs

**Signed**..... **Date**.....