



WINTERTON TOWN COUNCIL
52 West Street, Winterton, Scunthorpe,
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**Minutes of the Policy & Finance Committee Meeting
held on Monday 12th February, 2013 at 7.30pm
in The Old School Hall, West Street, Winterton**

Present:

Cllr I. Cawsey (Chair)
Cllr A. Smith

Cllr L. Cawsey

Cllr F. Fletcher

1302/1 Apologies
Apologies for absence were received from Cllr D. Johnson, Cllr L. Langton, Cllr M. Buckley and Cllr F. Marritt.

1302/2 Declaration of Interests
a. No Declarations of Interests were made.
b. No dispensations were granted.

The Committee discussed Agenda Items 3 – 8 prior to making recommendation to Full Council.

1302/3 Accounts
a. APPENDIX A: Monthly Summary of Spend and Bank Reconciliation – No questions nor queries were raised.
b. The Committee considered the purchase of the Alpha Financial Director Accounts Package (*information forwarded 6/2/13*).
Recommendation: That the package be purchased.

1302/4 Risk Assessment
APPENDIX B: The Clerk advised that work on the Risk Assessment is ongoing and that the Draft will be presented for consideration within the near future.

1302/5 Member/Officer Protocol
APPENDIX C: The Committee considered a draft Officer/Member Protocol produced by ERNLLCA.
Recommendation: That the Protocol be adopted.

1302/6 Personnel Committee
APPENDIX D – The Committee considered a Draft Personnel Committee - Terms of Reference.
Recommendation: That the Personnel Committee – Terms of Reference be adopted.

- 1302/7 Media Policy
a. APPENDIX E(i) – The Committee considered a Draft Media Policy
Recommendation: That the Media Policy be adopted.
- b. APPENDIX E(ii) – The Committee considered a Social Media document produced by ERNLLCA.
Recommendation: That the Social Media Policy be distributed to Full Council for their information.
- 1302/8 Training
The Committee considered the Clerk’s attendance at the S.L.C.C. Annual Conference. (limited information available to view at www.slcc.co.uk under National Conference tab)
Recommendation: That the Clerk attend the Conference.
- 1302/9 Agenda for next and future meeting
It was requested that the following items be placed on the next Policy and Finance Agenda if required:
(i) Grants and Donations – All Saints’ Church and Parents and Friends of Winterton Junior School
- 1302/10 Next Meeting
The Committee considered the date and time of the next Policy & Finance Meeting (subject to any change in circumstances).
Resolution: That the date and time of the next meeting be amended to

Monday 10th June, 2013
Venue to be confirmed