



WINTERTON TOWN COUNCIL
52 West Street, Winterton, Scunthorpe,
North Lincolnshire. DN15 9QF
Phone: 01724 488085 or email clerk@wintertoncouncil.co.uk

**Minutes of the Policy & Finance Committee Meeting
held on Monday 9th February, 2015 at 7.00pm
at the Council Offices, 52 West Street, Winterton**

Present:

Cllr I. Cawsey Cllr D. Johnson Cllr L. Langton Cllr F. Marritt
Cllr P. Mumby Cllr V. Mumby Cllr J. Ramseyer

Cllr B. Bridge – ex officio member

Public Participation:

No members of the public were in attendance.

1502/1 Apologies
Apologies for absence were received from Cllr M. Foster.

1502/2 Declaration of Interests
None

1502/3 Policies and Procedures
The Acting Clerk has located a complete set of policies and procedures and they have been filed in one binder. It was agreed that they would be sent to ERNLLCA so they can ensure the most recent versions are in place. Following their advice and on receipt of any updates they will be presented to Full Council for approval.
Recommendation: The Committee recommends that the Acting Clerk liaise with ERNLLCA.

ACTION: Acting Clerk

1502/4 Audit Report
An Interim Internal Audit Report for 2014/15 has been received. It was agreed that the Acting Clerk would action recommendations and would add this to the report to Full Council already agreed for the 2013/14 Audit.
Recommendation: The Committee recommends, Acting Clerk to report to Full Council when all Auditors' recommendations have been actioned and by the end of the Council year.

ACTION: Acting Clerk

- 1502/5 Council Documentation
The Committee considered the Council's Risk Assessments. It was agreed that the assessments could be better formatted and that external advice should be sought on the quality of the assessments and to ensure all risks are included. It was suggested that North Lincolnshire Council, Immingham Town Council and ERNLLCA may well be able to assist with this. Councillor Ramseyer offered a simple assessment piece of software that might assist. The Assessments need to be approved by Full Council before the end of the Council year.
Recommendation: Acting Clerk to engage external advice on the Town Council's Risk Assessments and report to Full Council by the end of the Council year.
ACTION: Acting Clerk
- 1502/6 Council Website
The Acting Clerk had identified various sources for a new Town Council website to fulfil the criteria of having a modern design, being a site that can be updated by staff and being suitable for mobile devices. The potential costs varied from as little as £150 to £5,000. The Committee agreed that this needed urgent attention but did not think an outgoing Council should commit to major expenditure.
Recommendation: That a new site be developed as soon as possible at the lower cost. The £150 cost should be tested as per the Council's Financial Regulations.
ACTION: Acting Clerk to place order for new website
- 1502/7 Quoting for External Work
The Acting Clerk reported that there was interest from a parish council in the Town Council being contracted to provide a grass cutting service.
Recommendation: The Committee recommends that the Town Council can quote for additional grounds maintenance works to local organisations and parish councils.
ACTION: Acting Clerk
- 1502/8 Agenda for next and future meeting
No items were requested for the next or future meetings.
- 1502/9 Next Meeting
The date and time of the next Policy & Finance Meeting was confirmed as (subject to any change in circumstances).

7.00pm on 8th June, 2015

At 52 West Street, Winterton