



**WINTERTON TOWN COUNCIL**  
**52 West Street, Winterton, Scunthorpe,**  
**North Lincolnshire. DN15 9QF**

**Phone: 01724 488085 or email [clerk@wintertoncouncil.co.uk](mailto:clerk@wintertoncouncil.co.uk)**

**Minutes of the Policy & Finance Committee Meeting**  
**held on Monday 8<sup>th</sup> June, 2015 at 7.00pm**  
**at the Council Offices, 52 West Street, Winterton**

Present:

Cllr I. Cawsey      Cllr L. Cawsey      Cllr M. Foster      Cllr L. Langton  
Cllr F. Marritt      Cllr V. Mumby

Public Participation:

No members of the public were in attendance.

- 1506/1      Apologies  
Apologies for absence were received from Cllr D. Johnson.
- 1506/2      Declaration of Interests  
Cllr L. Langton  
1506/8      WPFA/Council Partnership      Prejudicial      Member of WPFA  
Cllr F. Marritt  
1506/8      WPFA/Council Partnership      Prejudicial      Chair of WPFA  
1506/12      Grants      Personal      Family Connection
- 1506/3      The committee considered appointment of a Chair for the meeting and Cllr I. Cawsey was duly proposed, seconded and appointed.
- 1506/4      The committee considered the appointment of a Vice Chair for the meeting and Cllr L. Langton was duly proposed, seconded and appointed.
- 1506/5      Policies and Procedures  
APPENDIX A: The Committee discussed the draft Health and Safety Policy.  
***Recommendation: That the Town Council adopts the Health and Safety Policy.***

**ACTION: Clerk**

APPENDIX B: The Committee discussed the draft Working from Home Policy.  
**Recommendation: That the Clerk amends the model policy so it is relevant to the Town Council. Council to then adopt the Working from Home Policy**

**ACTION: Clerk**

APPENDIX C: The Committee discussed the draft Lone Working Policy.  
**Recommendation: That the Clerk amends the model policy so it is relevant to the Town Council. Council to then adopt the Lone Working Policy.**

**ACTION: Clerk**

APPENDIX D: The Committee discussed the draft Community Statement of Intent Policy.  
**Recommendation: That the Clerk amends the model policy so it is relevant to the Town Council. Council to then adopt the Community Statement of Intent Policy.**

**ACTION: Clerk**

APPENDIX E: The Committee discussed the draft Model Publication Scheme Policy.  
**Recommendation: That the Council adopt the Model Publication Scheme.**

**ACTION: Clerk**

APPENDIX F: The Committee discussed the draft Member Development Policy.  
**Recommendation: That the Council adopt the Member development Policy.**

**ACTION: Clerk**

1506/6

Budget Headings

After completion of the Year End Books, the Council can now review its budget headings and set monetary budgets to each heading.

**Recommendation: The Committee recommends that the Clerk prepare the information to put available for the July Full Council Meeting.**

**ACTION: Clerk**

1506/7

Audit Report

a. The Internal Audit Report for 2014/15 has been received and the Clerk has drawn up an action plan covering all recommendations.

**Recommendations: The Committee recommends the Clerk forwards the Internal Audit and Action to all members for their attention.**

**Council to acknowledge receipt of the audit and agrees to the actions set out by the Clerk.**

**Council to agree to review its Bank mandate at least every 4 years or when a signatory leaves the Council.**

**Council to agree to review its current signatory list.**

**ACTION: Clerk**

b. The Committee considered the appointment of Internal Auditor for 2015/16.  
**Recommendation: The Committee recommends that the Council uses the company “Public Sector Audits” for a third year.**

**ACTION: Clerk**

1506/8 WPFA/Council Partnership

The Committee discussed an approach from the Winterton Playing Fields Association requesting that the Town Council takes responsibility for the maintenance and the bookings at the Winterton Community Pavilion.

Cllr F Marritt (Chair of the WPFA) had declared an interest and after addressing the meeting and answering questions left the room whilst the matter was discussed.

**Recommendation: The Committee recommends that Winterton Town Council responds positively to the principle of working with the WPFA; that the Town Council establishes a working group with members of the WPFA to agree responsibilities and to ensure satisfactory governance and constitutional arrangements are in place; that the Town Council will seek independent advice before committing to any arrangement.**

**ACTION: Clerk**

1506/9 Asset Register

APPENDIX G: The Committee considered the Draft Asset Register.

**Recommendation: That the amended Draft Asset Register be adopted and reviewed as required.**

**ACTION: Clerk**

1506/10 Chapel Hire

The Committee considered Hire Charges for the Chapel in Winterton Cemetery.

**Recommendation: The Committee recommends that the Council charges a £50.00 for the first hour and £5.00 hereafter.**

**ACTION: Clerk**

1506/11 IT Provision

a. The Committee considered the purchase of a second computer for the office, at a cost of £500.

**Recommendation: The committee recommends that Council agrees to the purchase of a second computer within the agreed budget.**

b. The Committee considered the cost of £15.00 per Councillor, to set up Council email addresses on individual's home devices.

**Recommendation: The Committee recommends that Council approves this service to all Councillors to ensure all Councillors are able to use a Council email address for Council business.**

**ACTION: Clerk**

1506/12 Grants and Donations

APPENDICES G: The Committee considered a Grant Application from the Winterton Rainbows (*information to be forwarded prior to the meeting.*)

**Recommendation: That a grant of £200 be awarded to the Rainbows.**

**ACTION: Clerk**

1506/13 Agenda for next and future meeting

No items were requested for the next or future meetings.

1506/14 Next Meeting

The date and time of the next Policy & Finance Meeting was confirmed as (subject to any change in circumstances).

**7.00pm on 12<sup>th</sup> October, 2015**

**At 52 West Street, Winterton**