

6. Finance matters	ACTION
6.1 Draft Income & Expenditure Summary The deficit for the year end is £5,655 – all COVID related costs and loss of income. The deficit will be taken from general reserves.	
6.2 Reserves Position to end March 2021. A further £39k CiL (Community Infrastructure Levy) monies have been received since the year end. The reserves are held in an account with CCLA (Churches, Charities and Local Government) Investment Management Limited.	
6.3 Internal Audit Report The Internal Auditors made recommendations which are already being reviewed and updated. One outstanding item is a resilience policy.	Clerk/Deputy Clerk
Report on progress on internal audit recommendations to November meeting.	Clerk/Deputy Clerk
6.4 Car Park Cash Collection Proposal After a discussion it was agreed to proceed with the collection service for a year with the potential to have extra/additional collection times during events and busy times.	Deputy Clerk
Clerk to investigate the possibility of changing machines to take card payments. Approved unanimously subject to caveats agreed.	Clerk
7. Review of Fees & Charges	
Charges have been increased using the RPI (Retail Price Index) and rounded accordingly.	
After a discussion it was agreed to: -	
<ul style="list-style-type: none"> • add the charge for annual resident parking permits. • delete Pitch Hire Subsidised Rate Proposed – Cllr Blaney Seconded – Cllr Brock Approved 	
<ul style="list-style-type: none"> • draft a policy concerning the use of Commercial Events of Parks to take to Town Environment Committee. In the interim remove all rates for Commercial Events of Parks and replace with “to be negotiated” Proposed – Cllr Roberts Seconded – Cllr Thompstone Approved 	P Harris/Clerk
<ul style="list-style-type: none"> • suitability of photocopying charges to be discussed at Climate Change Working Group. • charge political parties the commercial rates when using the Courthouse and Market. Charity rates only apply to registered charities. • delete “per square metre” from Regular Market charges • wait until market report is received before removing ‘Extension’ from Regular Markets Agreed 	KR

8.	Update on policies under review	ACTION
8.1	Asset Management Policy – Cllr Stott After a discussion it was agreed to add numbers to bullet points, remove paragraph 4 and renumber accordingly.	Deputy Clerk to amend & circulate.
8.2	Terms of Reference for all committees, Town Council Meetings, Virtual Meeting Protocol (5.2, 5.3, 5.4) and amalgamate. Code of Conduct (5.5) – Cllr K Roberts Terms of Reference for Planning & Highways Committee are prepared awaiting ratification. All other Terms of Reference are complete.	Clerk
8.3	Flood Mitigation Reserves Policy (B4) – Cllr Martin After a discussion it was agreed to add the word ‘capital’ to paragraph one, delete paragraph two, change the word ‘should’ to ‘if’ at the start of paragraph three. Approved	Deputy Clerk to amend & circulate.
8.4	Town Environment – Section 7 – Cllr Harris Policies to go to Town Environment Committee	PH
8.5	Investment Funds Policy (B1) – Cllr Stott After a discussion it was agreed to replace ‘two councillors’ with Chair and Vice Chair in paragraph 6.	Deputy Clerk to amend & circulate.
8.6	Risk Assessment Policy (9) – Cllr Stott Councillors to review risk register and discuss at next meeting. Risk Management Policy – section 4 needs clarification. Cllrs Stott and Martin to review policy for June meeting.	MS/DM
8.7	Section 4, Register of Members Interests (5.6), Chair’s Acceptance Form and Code of Conduct (5.7), Health & Safety Policy (8) – Office Mainly standard forms that will be reviewed for Annual Town Council Meeting. Health & Safety Policy still outstanding. Agenda item June meeting.	Clerk/Deputy Clerk
8.8	Complaints Procedure – Cllr Rainbow In progress. Current policy is from 2008. Agenda item June meeting.	PR/Clerk
8.9	CiL Policy (B3) – Cllr Blaney After a discussion it was agreed to change the last sentence to say; “use of funds will need to be considered further [...]”	Deputy Clerk to amend & circulate.
8.10	S137 Policy After a discussion it was agreed to delete from “The maximum amount [...] for the year.” Delete ‘or’ from paragraph 2. Renumber the bullet points.	Deputy Clerk to amend & circulate for approval.
9.	Review of Insurance The level of cover has been reviewed with the insurance company and we are covered accordingly. Cllrs Stott, Martin and P Harris to review the insurance documents. Agenda item June meeting.	Deputy Clerk to circulate documents.
10.	Date of next meeting – 28 June 2021	

- 11. Items for Discussion at next meeting**
Register of policies with review date.

Meeting closed 2030hrs

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