

# **MINUTES**

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 15<sup>th</sup> JANUARY 2024** at **7.00PM** 

# PF/117 PRESENT

Chair:	Councillor S. Waite
Councillors:	Garner; Gill (7.10pm); Ginger; O'Neill; Pote; Urka (7.10pm); B. Waite
Officers:	Gina Wilding, Town Clerk Lucy Jones, Senior Finance Officer

#### PF/118 ABSENT

Councillor Parry was absent.

#### PF/119 WELCOME

The Chair of the Committee, Councillor S Waite, welcomed everyone to the Policy and Finance Committee meeting and advised on essential housekeeping information.

## PF/120 RECORDING OF MEETINGS

The Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

## PF/121 APOLOGIES

Apologies for absence were received from Councillor Parry.

## PF/122 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests None declared.

Declaration of Conflicts of Interest None declared.

Declarations of Personal Interest None declared.

# PF/123 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public or press present.

## PF/124 UNITARY COUNCILLORS' SESSION

There were no Unitary Councillors present.

# PF/125 MINUTES

#### **RESOLVED** (Unanimous) SW/RP

That the minutes of the Policy and Finance Committee meeting held on 4<sup>th</sup> December 2023, be approved as a correct record, and signed by the Chair.

# PF/126 ITEMS TO ACTION

## **RESOLVED** (Unanimous) SW/RP

That the items to action from the Policy and Finance Committee meeting held on 4<sup>th</sup> December 2023, be noted.

## PF/127 FINANCE INFORMATION

## **RESOLVED** (Unanimous) SW/SO

That the Cash Book Payments, Income and Reconciliation; Barclaycard Payments, Income and Reconciliation; PayPal Payments, Income and Reconciliation; Petty Cash Payments, Income and Reconciliation; Public Sector Deposit Fund Payments, Income and Reconciliation; and Income Payments, Income and Reconciliation for November 2023; be received.

#### PF/128 Finance Information – Electric Vehicle Charging

The Town Clerk informed the Committee that a new cashbook had been set up to reconcile the top up balance held on the electric vehicle charging app.

## **RESOLVED** (Unanimous) SW/RP

That the Electric Vehicle Charging Payments, Income and Reconciliation; be received.

# PF/129 AGED DEBTORS

# **RESOLVED** (Unanimous) SW/TG

That the Current and Aged Debtors list be received.

#### PF/130 POLICY REVIEW

## Safeguarding – Children and Vulnerable Adults Protection Policy

## **RECOMMENDED** (Unanimous) AU/SW

That:-

- a) the words "withing 24 hours" be added into paragraph 4.3.
- b) the words "Working Together to Safeguard Children 2023 Statutory Guidance" be added to paragraph 5.
- c) the Safeguarding Children and Vulnerable Adults Protection Policy be adopted.

#### PF/131 Safeguarding – Confidential Reporting Policy

#### **RECOMMENDED** (Unanimous) AU/SW

That:-

- a) the safeguarding contact details for Shropshire Council are added to paragraph 7.
- b) the Safeguarding Confidential Reporting Policy be adopted.

## PF/132 Councillors Social Media Guidance

#### **RECOMMENDED** (Unanimous) SW/TG

That the Councillors Social Media Guidance be adopted.

#### PF/133 Member Meeting Protocol

## **<u>RECOMMENDED</u>** (Unanimous) SW/GG

That:-

- a) in paragraph 2 the word "Noland" be replaced by "Nolan".
- b) the Member Meeting Protocol be adopted.

# PF/134 CLIMATE ACTION SUB-COMMITTEE

#### a) Minutes

# **RESOLVED** (Unanimous) RP/EG

That the minutes of the Climate Action Sub-Committee meeting held on the 4<sup>th</sup> January 2024, be received.

## PF/135 b) Climate Action Sub-Committee Update Report

#### **RESOLVED** (Unanimous) RP/EG

That the Climate Action Sub-Committee Update report, be received.

## PF/136 INTERIM INTERNAL AUDIT

## **RESOLVED** (Unanimous) SW/GG

That the explanation of the Interim Internal Audit observation and action taken, be approved.

# PF/137 VAT NOTICE 749 UPDATE

## **RESOLVED** (Unanimous) SW/GG

That the VAT Notice 749 be noted.

## PF/138 PUBLIC SECTOR DEPOSIT FUND

## **RESOLVED** (Unanimous) SW/GG

That the Public Sector Deposit Fund Subscription Contract Note be noted.

The meeting closed at 7.42pm.

Chair

Date

N.B. Closed Session Minutes will NOT be issued for this meeting.