



A meeting of the Finance & Policy Committee will be held on Tuesday 19th September 2023 at the Town Council Offices, 28 Vicarage Road Verwood at 7.30pm.

Apologies for absence should be given to the Town Clerk prior to the Meeting.

Ms. Carrie Lloyd
Town Clerk
12th September 2023

AGENDA

1. **Public Questions:** In accordance with Standing Order No. 1(e) – 1(l) a period not exceeding fifteen minutes is set aside for Members of the Public to make representations, answer questions or give evidence at a meeting not exceeding 3 minutes per person. No response nor debate is required on the night.
2. To approve the Minutes of the Finance & Policy Committee 11th July 2023.
3. To receive Declarations of Interest, Request for Dispensations and Apologies for Absence.
4. Recommendations from Risk Sub Committee;
 - (i) Recommended that the Financial Risk Register (attached) be approved
 - (ii) Recommended that the Fire Risk Assessment (attached) be accepted
5. Financial Update – Payments made July & August 2023 (attached).
6. Draft Tenders for Grounds Maintenance – to consider the attached drafts to enable new contracts to be in place by March 2024.
7. Draft Financial Regulations – attached (updated by changing names of Committees only)
8. Verwood in Bloom Reserves – to consider using some of the funds set aside for Verwood in Bloom for prize funds (up to £150 in vouchers) for Verwood Horticultural Society photo competition
9. To consider the following grant applications;

Budget = £25,000

Spent so far in 2023/24 = £1,350

Available = £23,650

APPLICANT	SUM REQUESTED
Citizens Advice	£7,000
Hillside Community First School	£1,000
Music for the Mind	£325
Verwood Concert Brass	£2,000
Verwood & District Rambling Club	£375 - £450
Verwood Evening Townswomen's Guild	£250
Verwood Pantomime Society	£4,000

Verwood & Three Legged Cross Dementia Friendly Community Association	£500
Verwood U3A	£1,500
Three Legged Cross Village Hall	£4,937
TOTAL REQUESTED (MAX)	£21,962

10. To consider actions taken following the Internal Auditor's Report for 2022/23

- (i) **Recommendation:** To include reference to GDPR in the Council's Risk Assessment.

This has been actioned and a GDPR Policy will be brought to this Committee later in the year.

- (ii) **Recommendation:** The Council should compile a financial risk assessment as soon as possible to ensure they have identified and mitigated any risks.

This was considered by the Risk Sub Committee on 17th July.

- (iii) **Recommendation:** To review the level of Fidelity Cover in line with the recommended guidelines.

This was increased on 8th August.

11. To receive items for future agendas.

- Medium Term Financial Plan – after Working Group has met
- Draft Staff Handbook – after HR Sub Committee has met
- GDPR Policy – to Oct or Nov Committee

12. Exclusion of the Press & Public

To RESOLVE that under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting by reason of the confidential nature or debate of the business to be transacted;

(i) Draft Policy

(ii) Youth & Community Centre Use

(iii) Registration of land

Members;

Councillors A. Biggs, T. Coombs, C. Crossley, L. Dedden, S. Flower, S. Gibson, S. Grove, Revd. J. Macro, P. Mann, A. Maw, P. Morrow, M. Parker, J. Russell, C Traves
For Information only - Councillors, M. Hudson, T. Smith, K. Stephens

Quorum = 5