

**POLICY & FINANCE WORKING GROUP MEETING 9<sup>TH</sup> MARCH 2020****REPORT TO COUNCIL ON 17<sup>TH</sup> MARCH 2020**

A meeting of the Policy & Finance Working Group was held on 9<sup>th</sup> March 2020 (Confidential staffing items dealt with in separate report of same date)

1. After review by the Clerk, the following policies required no amendment:
  - Display of Advertising Materials
  - Code of Conduct
  - Handling of Complaints
  - Publication Scheme
  - Grant Awarding Policy
2. Financial Regulations and Standing Orders were updated and brought into line with the NALC models
3. Internal Control Systems policy was amended to reflect online transactions and reduced frequency of banking
4. The Safeguarding Policy, Health and Safety Policy and Risk Register were in progress and Cllr Ross and Matthews offered to support the office with the Health & Safety Policy.
5. Officers raised concerns about opening hours for the Parish Office combined with responsibilities for managing the Centre when open to hirers and revised hours were suggested.

**RECOMMENDATIONS**

1. To agree the policy review as detailed above in points 1 to 4.
2. To adjust Parish Centre opening hours to 9.30 to 12.30 Monday, Tuesday, Thursday, Friday (instead of 9.00 to 12.00 Monday, Tuesday, Friday, 1pm to 4pm Thursday) to enable efficient management of the office and hirers.

JYW 11.03.20