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Minutes of the Meeting of BGPC Compliance Review Working Group on **Tuesday 12th April 2022** starting at 1930 in the Parish Office to which all Members were invited

Present: Cllrs Taylor (Chairman), Cllrs Shaw, Butterfill, Millener the Clerk.

Apologies: Cllrs Simpson, Reading & Ramsden.

Clerk tabled the Draft Financial Regulations, Financial Internal Controls, Risk Assessments, Privacy & Retention Policy, and Standing Orders.

After considerable discussion, Members agreed on the below amendments:

1. Financial Internal Controls Supervision: to add the sentence "The approved payment list and bank balances to be appended to the minutes of the meeting" AGREED

It was queried whether the Internal Auditor was approved by KCC or KALC - Clerk confirmed it was KCC.

2. Financial Regulations, Salaries 1.14 - to add the sentence "with due regard to any nationally agreed rates and scales, subject to affordability and appropriateness". AGREED.

Personal Cheques - There was some discussion about the process for paying in cash. In Financial Internal Controls, it was stated that cash from Tennis Court Fees was collected from Nisa by the Chairman or Clerk and recorded and signed for. A personal cheque was then raised and paid into the BGPC Account, and again recorded. This system has been in place since we lost our last bank in the village. But this process seems to clash with the stricture in Financial Regulations 9.7 against cashing personal cheques using money collected obo the Council. It will be investigated whether we can open a Post Office account for those payments, and then make a BACS transfer. The auditor's advice will be sought, *AMEND - arrangements have now been made with Nisa for direct pay in to Natwest account.*

Risk Assessments -3. It was decided to add the woodland walks as assets both at the Recreation Ground and at Potters Mede. AGREED.

There was some discussion about whether the stream in the Rec constituted a hazard, and further advice will be sought.

It was agreed to investigate "Strimming and Mowing in progress" signs.

Standing Orders. Chairman noted the paragraphs at 26 e,f,& g, which are unique to Borough Green.

para e: Allows removal of the Chairman from office by majority vote at any public meeting

para f: Ensures the outcome of any Parish Poll is binding on the Council.

para g: Allows a cheaper "Community Poll" to be agreed between both parties, but the outcome will still be binding on the Parish Council.

There were no revisions proposed - AGREED.

Chairman proposed that the above amendments be recommended to the Council on 9th May - AGREED

Cllr Shaw raised residents concerns about re-roofing charges to leaseholders from Clarion. Chairman and Cllr Shaw to approach TMBC Housing to arrange a meeting. NOTED

There being no further business Chairman closed the meeting at 2025