

**RAUNDS TOWN COUNCIL****FINANCE AND POLICY COMMITTEE****Minutes 2 May 2023: Start Time 7.30pm****PRESENT**

Cllr R Levell (Chairman), B Cross, Cllr H Howell, Cllr D Hughes and Cllr M Levell (Substitute).

**IN ATTENDANCE**

S Tucker, Clerk (Minutes)  
J Mills, Finance Assistant

**739.22 To receive apologies for absence**

Apologies were received from Cllr P Byrne, Cllr O Curtis and Cllr L Wilkes. Cllr M Levell attended as a substitute for Cllr P Byrne.

**740.22 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

None received.

**741.22 Notification of members questions in compliance with the council's standing orders.**

None received.

**742.22 Declarations of Interest.**

None.

**743.22 [Minutes](#): To confirm the minutes of the Finance and Policy Committee meeting held 2 February 2023.**

**RESOLVED to confirm the minutes of the Finance and Policy Committee meeting held on 2 February 2023.**

**744.22 Bank Reconciliations:** To approve the bank reconciliations for January, February and March 2023.

**RESOLVED to approve the bank reconciliations for January, February and March 2023**

**745.22 Payments for Approval:** To approve the payments lists for January, February and March 2023.

The Committee reviewed the payments lists and asked questions of the Chairman and the Clerk.

**RESOLVED to approve the payments for January, February and March 2023.**

**746.22 Journal Entries:** To approve journal entries for February and March 2023.

**RESOLVED to approve the journal entries for October 2022.**

**747.22 Budget Review:** To review performance against budget to the end of Q4, 31/03/23.

The Committee reviewed the budget position for the end of the fourth quarter and asked questions of the Chairman and the Clerk.

**RESOLVED that the performance against budget to the end of Q4, 31/03/23 be noted.**

**748.22 Internal Financial Controls Update:** To receive an update from the Chairman and Vice-Chairman of Finance and Policy Committee on the 2022/23 programme of internal control checks undertaken.

The Chairman provided the Committee with an update on the internal control checks undertaken to date.

It was confirmed that the majority of checks had now been completed and that the controls in place were providing the required level of assurance, however it had been noted that Lloyd's Credit Card transactions were not receiving the required sign-off and a procedural amendment was required to address this.

**RESOLVED that the update on internal financial controls be noted.**

**749.22 Policy Review:** To review the Parking Policy.

The Committee reviewed the Parking Policy and the following amendments were proposed:

- Condition 4 – No vehicle which exceeds 7.5 tonnes axle weight shall be taken onto any car park **unless prior permission has been obtained from the Clerk;**
- Condition 5 – No vehicle which **exceeds 2.1 metres** height shall be taken onto the car park at Marshalls Road;
- Condition 7 – Only 'blue badge' holders may park in disabled spaces at any time. **Parent and child bays are reserved for parents or guardians with one or more children under 12 years old;**
- Condition 17 –
  - **Close the windows and sunroof; lock the doors and activate any security devices when leaving your car unattended;**
  - **Remove all valuables;**

- **Fit anti-tamper screws to your number plate.**
- Condition 18 – The Committee recommends that the Environment, Leisure and Recreation Committee reviews whether the current locking of the Saxon Hall car park barrier on Friday and Saturday evenings remains necessary.

**RESOLVED that the Parking Policy, as amended, be recommended to Full Council for approval.**

There being no further business the meeting concluded at 8.35pm.

Confirmed: ..... (Chairman)

Meeting date: .....20 July 2023.....(Committee)

**DRAFT**