



# MINUTES

---

**Committee:** Finance and Policy Committee  
**Date:** Tuesday 19 April 2022  
**Time:** 6.30pm  
**Venue:** Parish Council Office

## Present

Cllr Vivienne Hodges  
Cllr John Farrand-Rogers  
Cllr Gordy Keep (arrived at 6.35pm)  
Cllr Mike Warner (arrived at 6.44pm)

## Also Present

Samantha Parkin (Clerk)  
Cllr Jan Evans (via Zoom)

### 11/2022 APPOINT A COUNCILLOR TO CHAIR THE MEETING

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Hodges and resolved to appoint Cllr Hodges to chair the meeting in the absence of Cllr Evans.

### 12/2022 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Evans. Cllr Evans attended via zoom.

### 13/2022 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

No declarations of interest were made. No requests for dispensations were received.

### 14/2022 MINUTES

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Hodges and **resolved** to **accept** and sign the minutes of the meeting held on 15th March 2022 as a correct record.

### 15/2022 Q4 BUDGET REPORT

The Clerk had circulated the Q4 budget report prior to the meeting and the report was noted. Cllr Evans had gone over the budget with the Clerk the previous week and provided a summary to the committee.

### 16/2022 DRAFT POLICY

The draft Publication Scheme and Equality Policy had been circulated with the Agenda. The drafting of the document was amended slightly for the sake of clarification.

It was proposed by Cllr Warner, seconded by Cllr Keep and **resolved** to recommend to the full Council to **approve** the draft Publication Scheme.

It was proposed by Cllr Warner, seconded by Cllr Keep and **resolved** to recommend to the full Council to **approve** the draft Equality Policy. There was one abstention.

### 17/2022 RISK ASSESSMENT

The Council's Risk Assessment had been circulated with the Agenda.

It was proposed by Cllr Warner, seconded by Cllr Keep and **resolved** to recommend to the full Council to **approve** the draft Risk Assessment.

The Chairman closed the meeting at 6.50pm.

### **TO DO ACTIONS:**

- Add all recommendations to the May full Council Agenda