

WARFIELD PARISH COUNCIL
PLANNING & TRANSPORT COMMITTEE
MINUTES OF THE MEETING

held on **Tuesday 16 April 2019** at **7.45pm** in the **Warfield Parish Council Office**

Present: Councillors Ms Dulieu, Fitzwilliams, Harrison and M Jones. Cllr Wilson joined the meeting partway through

In attendance: The Parish Clerk

In the absence of Cllr Wilson, Cllr Harrison took the chair

F486. Apologies for absence

Apologies for absence were received from Cllrs Dr Barnard and Mrs Barnard.

F487. Declarations of interest

An interest was noted for Cllr Ms Dulieu who was receiving a payment of expenses under item F493.

F488. Minutes of the previous meeting

The minutes of the meeting of Wednesday 26 March 2019 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Ms Dulieu and seconded by Cllr M Jones and the minutes were **APPROVED** by members present.

Cllr Wilson joined the meeting

F489. Matters arising from the previous meeting

The Clerk advised members that discussions with Tesco's agent regarding rent had taken place.

F490. Internal Audit interim report

The Clerk circulated to members ahead of the meeting the internal audit interim report produced by Claire Connell and his response to the items raised.

Members noted the content of the report and the matters raised by the Internal Auditor and the actions of the Clerk. Members asked the Clerk to carry out further investigations into card payment options and payroll providers.

F491. Approved Contractors

The Clerk circulated to members ahead of the meeting proposals to amend the financial regulations to allow for the appointment of approved contractors. The Clerk explained the

reasoning behind the appointment of approved contractors and the process of approval and the financial limits that would be applied.

Members agreed to recommend that the financial regulations be amended to include provision that the council may choose to appoint an approved contractor for specified works or activities for a period of up to three years. The appointment of the approved contractor and the specified works and activities would be agreed by full council and the decision recorded in the minutes.

For all works requested by the council, the approved contractor would be asked to provide a quote for approval. Where the works are valued at less than £10,000 ex VAT, the contractor could be authorised by the Clerk, council or an appropriate committee, to carry out the specified works (as per agreed approval limits). For all works valued at over £10,000, the existing three quotes rule will apply (with one of those being the approved contractor if they have provided a quote).

F492. Asset List

The Clerk circulated to members the asset list for the council as at 31 March 2019 and this was noted by the committee

F493. Accounts for payment

Members approved the signing of a direct debit mandate with Shorts Group for the provision of waste services to the council.

The following accounts were approved for payment:

Cheque Payments			invoice total
4615	Circle Cleaning Services	contract cleaning	£824.00
4616	Claire Connell	Internal Audit 2018	£232.50
4617	Suds Window Cleaning	window cleaning	£168.00
4618	Colleen Dulieu	Take & grow expenses	£32.00
4619	Friends of Jealotts Hill Landshare	donation for Take & Grow growing	£25.00
4620	HMRC	NI owing	£68.79
4621	Circle Cleaning Services	contract cleaning	£824.00
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			£2,174.29

F494. Items for Information

There were no items for information.

Cllr Harrison, attending his final meeting as a councillor, thanked all the members of the committee past and present for their support during his time serving on the committee.

F495. Date of the next meeting

The date of the next meeting would be agreed at the annual meeting but was provisionally set as 25 June 2019.

F496. Closure of the meeting

There being no further business the meeting closed at 8.36pm