

REPORT OF THE POLICY & RESOURCES COMMITTEE 28th APRIL 2009

MEMBERSHIP & ATTENDANCE

Chairman: * Mrs M Hampton

Councillors: * Mr R Booth
* Mr M Green
* Mrs M Jarrett
* Mr R Kipps
* Mr G Liley
* Mr K Morris
* Mr S Watkins

*Denotes members present

Also present: Cllr Eve

08/69 APOLOGIES FOR ABSENCE

There were no apologies for absence.

08/70 DECLARATIONS OF INTEREST

There were no declarations of interest.

08/71 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 13th January 2009 were approved as a true and correct record.

08/72 MATTERS ARISING

There were no matters arising

08/73 FINANCIAL COMPARISON STATEMENT 2008/09

The Committee
RESOLVED
To note the report

08/74 EFFECTIVENESS OF THE INTERNAL AUDIT

To comply with the Accounts and Audit Regulations (SI 2006 no 564) the Committee reviewed the effectiveness of the Internal Auditors, Auditing Solutions Ltd.

The Members reviewed the scope of the internal audit and were satisfied that all areas of the business were covered.

Members were also satisfied with the independence and competence, the audit planning and reporting of the Auditing Company.

The Clerk confirmed that there were a number of auditors within the company and each audit was carried out by a different officer throughout the year and therefore no special relationships could be made with a specific officer which would affect the effectiveness of the audit.

The Committee

RESOLVED

That Members were satisfied with the effectiveness of the Internal Auditors.

This was proposed by Cllr Mrs Jarrett, seconded by Cllr Liley and unanimously agreed.

08/75 INTERNAL AUDIT REPORT 2008-09 (Interim update)

Cllr Booth wished to congratulate the staff on a very commendable audit. The Clerk confirmed that the Auditors recommendation had been carried out.

The Committee

RESOLVED

To approve the Internal Audit Report

This was proposed by Cllr Mrs Jarrett, seconded by Cllr Cllr Booth and unanimously agreed.

08/76 NEW EMPLOYEE SAFETY HANDBOOK

The Committee

RESOLVED

To approve the Employee Safety Handbook

This was proposed by Cllr Booth, seconded by Cllr Mrs Jarrett and unanimously agreed.

08/77 DRAFT EMPLOYEE HANDBOOK AND ASSOCIATED DOCUMENTS

It was agreed that the handbook covered what was required but used the word 'Company' as a generic term. It was suggested that a note be placed at the beginning of the document stating that the word 'Parish' be substituted for the word 'Company'.

The Committee

RESOLVED

To approve the new Employee Handbook and Associated Documents with the additional sentence as suggested above.

This was proposed by Cllr Watkins, seconded by Cllr Kipps and unanimously agreed.

08/78 CLOSURE

There being no further business the meeting closed at 8.45pm

These minutes have been checked by the Chairman.

Signature..... Date.....

These minutes were agreed as a true and correct record at the Policy & Resources meeting and signed by the Chairman.

Signature Date