

Whittington Parish Council

Finance and Executive Committee

Minutes of the Meeting of Whittington Parish Council's Finance and Executive Committee held on Tuesday 19th November 2019 at 6.15pm in the Tea Rooms, Whittington Castle, Whittington.

Councillors Present: Frank Davies, Greg Hickman, Jill Whitby.

Also in attendance: Mrs A Jones (Clerk)

Finance and Executive Committee Minutes

1.FE.20 Election of Committee Chairman

It was **RESOLVED** to elect Greg Hickman to continue as Chairman of the Committee.

2.FE.20 Apologies for Absence

All present.

3.FE.20 Declarations of interest regarding the agenda

Members are reminded that the Council's Code of Conduct requires that any Member, having a financial or other interest (bias or predetermination) in any of the business to be transacted, must declare all such interests either at the start of the meeting or immediately before the item is discussed. Members are required to leave the room during the discussion and voting on matters in which they have a disclosable interest.

- a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.
None declared.

- b) To consider any applications for dispensation.
None received.

4.FE.20 Confirmation of the Minutes

To approve and authorise the signing of the Minutes of last committee meeting held on 19th November 2019.

It was **RESOLVED** to approve the minutes of the last finance and executive committee meeting held on 19/11/2019 and they will be signed at the next physical meeting of council.

5.FE.20 Accounts

Consider the draft 1st Quarter Budget Report prepared by the Clerk

Committee members considered the draft 1st Quarter Budget report and no issues were raised.

6.FE.20 Health and Safety

To review the following Health and Safety Policies and Documents and make recommendations to Full Council:

- a) **Health and Safety Policy and Risk Management Scheme**
- b) **Risk Management Schedule**
- c) **Asset Management Schedule**
- d) **Risk Assessments**

Documents and policies a) – d) were reviewed and it was **RESOLVED** to **RECOMMEND** to the council that no amends need to be made to the policies and they should be adopted for the next 12 months.

It was **FURTHER RESOLVED** to **RECOMMEND** that the Clerk create a Risk Assessments specifically for Covid-19 covering the following areas and control measures:

- **Homeworking (Staff and Councillors)** – Ensure all staff and councillors are clear on the rules and regulations regarding symptoms of Covid-19 and self-isolation.
- **Physical Meetings (Staff, Councillors and Members of the Public)**
 - Only resume physical meetings when it is considered safe to do so
 - Chairs and desks spaced out 2m apart
 - People should carry hand sanitizer, wipes and wash hands before and after the meeting
 - Consideration should be given to staff and councillors and their well-being – are they unable to attend because of health conditions making them vulnerable to the virus
 - People should only attend meetings if they are well and no one in the house is self-isolating
 - At all times, sector specific advice should be followed – www.gov.uk/guidance/covid-19-guidance-for-local-government
 - If anyone attends a meeting and then develops symptoms, they should follow the Government advice and also notify the Clerk.
- **Play Area**
 - Signage to be put up as guidance
 - People use it at their own risk

7.FE.20

Next Meeting

To note the date and time of the next committee meeting.

The date of the next meeting is Tuesday 17th November at 6.30pm.

The meeting was closed by the Chairman at: 19.02