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**Minutes of a Meeting of Shepton Mallet Town Council’s Policy & Resources Committee held in the Asham Committee Room of Mendip District Council Offices, Cannards Grave Road, Shepton Mallet on Tuesday 19<sup>th</sup> March 2019:**

**Present:** Cllrs Parham (Chairman), Hardy, Inchley, Kennedy, Manley, Marsh, Shearn and Towner

**In attendance:** Charlotte Starkie, Town Clerk and Becky Kingston-Wood, Admin Assistant

**Public and Press:** 1 member of the public attended.

**There were no public questions.**

**P&R22.1 To receive apologies for absence.**

Apologies were received from Cllrs Chambers, Stevens and Scott.

**P&R22.2 To receive any declarations of interest in items on this agenda.**

No declarations were received.

**P&R22.3 To receive and approve the Minutes of the Policy & Resources Committee Meeting held on 6<sup>th</sup> November 2018.**

**Resolved that:**

The Minutes of the Policy & Resources Committee Meeting held on Tuesday 6<sup>th</sup> November 2018 be approved and signed by the Chairman.

**P&R22.4 To receive a report from the Town Clerk on the recruitment of a new RFO**

The Town Clerk informed Councillors that the recruitment process was underway and interviews were planned for 16<sup>th</sup> April 2019.

The Town Clerk requested, that as had previously been agreed, the Office Manager become the Interim Responsible Financial Officer, until such time that a permanent RFO is appointed.

SIGNED: ..... (CHAIRMAN) DATE:.....

**Resolved that:**

The Office Manager receive an uplift in salary while acting as interim Responsible Financial Officer.

**P&R22.5 To receive a report from the Town Clerk following the recent internal audit visit and to consider the required actions from that report**

Councillors received the internal audit report and list of actions that needed to be completed.

- a. Councillors noted the bank reconciliation for the end of February 2019
- b. Councillors received the Financial Risk Assessment for financial year 2018 to 2019 and adopted it in accordance with the requirements of the annual financial system
- c. Councillors adopted a Policy Management Policy
- d. Councillors adopted an Anti-Fraud and Corruption Strategy
- e. Councillors adopted a Risk Management Policy and Strategy

**Resolved that:**

The Financial Risk Assessment for the financial year 2018/19 be approved  
The Policy Management Policy be adopted  
The Anti-Fraud and Corruption Strategy be adopted (subject to two amendments to strengthen reporting and to public the receipt of any gifts or hospitality online, and the need to adopt a Whistleblowing Policy at a future meeting)  
The Risk Management Policy and Strategy be adopted.  
Family Friendly policies, as well as other policies, be prepared for a future meeting for adoption.

**P&R22.6 To receive the Council's Annual Corporate Governance Statement for the year 2018/19**

Councillors received the annual Corporate Governance Statement and discussed.

**Resolved that:**

The Corporate Governance Statement be recommended for adoption by full council.

**P&R22.7 To receive and consider a report from the Town Clerk on what to do when marking the death of a senior national figure**

Councillors received a report from the Town Clerk on actions to be taken during the period of mourning following the death of a senior national figure. Councillors also considered whether to offer a book of condolence to the public during this time.

**Resolved that:**

SIGNED: ..... (CHAIRMAN) DATE:.....

- Councillors delegate responsibility to the Town Clerk to purchase the necessary items in order to facilitate a book of condolence within a budget of £500.
- The Town Clerk to arrange that a book of condolence be hosted in the parish church
- The Town Clerk circulate to councillors what to do following the announcement of the death of a senior national figure

**P&R22.8 To receive a report from the Town Clerk on accepting Purdah Guidelines and to note the pre-election period**

Councillors received a report from the Town Clerk on the need to adopt Purdah guidelines. The Town Clerk also informed councillors that an information session for potential candidates in advance of the election, and an induction evening for new councillors were being planned.

**Resolved that:**

- Purdah guidelines be adopted and circulated to Councillors.
- The Town Clerk arrange an information session for potential candidates.
- The Town Clerk arrange an induction evening for new councillors, to be held on Thursday 9<sup>th</sup> May 2019.

**P&R22.9 To receive a report from the Town Clerk on proposed changes to the calendar of meetings**  
Councillors were informed of the need to change some dates for previously agreed meeting dates. A revised calendar of meetings (version two) will be issued.

**Resolved that:**

Version Two of the Calendar of meetings be published.

**P&R22.10 To receive a report from the Town Clerk to consider a grant request from the Royal British Legion**

Councillors considered the request from the RBL to make a contribution of the £150 to the Highwayman Carnival Club as a thank you for their efforts with the road closures and traffic marshalling during the 2018 Remembrance Day parade.

**Resolved that:**

A grant of £150 be given to the Highwayman Carnival Club.

**P&R21.6 Date & Time of next meeting**  
Tuesday 11<sup>th</sup> June 2019

The meeting closed at 8.20 pm

SIGNED: ..... (CHAIRMAN) DATE:.....