



Maureen Holliday, Clerk and RFO to Pitsford Parish Council  
Chairman, Martin Flanagan

**Minutes of the Meeting of the Resources, Staffing, and Strategy Advisory Group on Monday 4 March 2019, at 7:00pm in the Village Institute**

**In attendance:** Cllrs Flanagan, Cllr Isaacs Cllr Bentley and Cllr Woolard: **Maureen Holliday, Parish Clerk & RFO**  
**Apologies:** Cllr Jaffrey

**6/18R Resolution to approve apologies for absence:** It was **Resolved** to approve the apologies received from Cllr Jaffrey. (other commitment)

**7/18R Resolution to sign and approve minutes of the meeting 5 November 2018.** It was **Resolved** to accept the minutes as a true record and were signed by the Chairman.

**8/18R Declarations of Interest on items on the agenda:** There were none.

**9/18R Internal Audit 2018/19 – process.** The Council has been notified of the new NCALC Internal Auditor, Fiona Keable. The new auditor will want to fully review records of: Book keeping, Evidence of Due Process, Policies, Risk Management, Budget, Payroll, Asset Control, Year End Procedures and Annual Return, Transparency Code etc., This may involve more than one visit to familiarise herself with the Council and complete the audit.

**10/18R To consider quotations for tree works in Millennium Spinney:** The Clerk has obtained 3 quotations to carry out the works discussed with the DDC Landscape Officer during his visit on 29 November. The works will require a planning application to be lodged. 3 Quotations have been received: £1,476, £918 and £500. It is **Recommended** that the quotation of £500 be accepted. The Clerk will lodge a planning application for the works.

**11/18R Insurance Renewal 2019/20** The Clerk will obtain 3 quotations. The revaluation of the Village Hall and Sportsfield will bring an increase in the annual insurance fee. (£1999.07 for the previous year. A further cost of £270.38 was paid to cover the revaluation of the assets for the remainder of this year.) Resolution to decide way forward.  
Normally the Clerk asks for 3 quotations from Came and Co for group cover of all of the Parish assets and liabilities. Some insurance companies cannot offer to insure the 3 policies (Council, Sportsfield, Village Hall) under the Council. The Clerk suggested that a second quotation could be requested for each property, separately. A comparison can then be made. It was agreed to make the above **Recommendation** to Council.

**12/18R To consider and approve the following draft policies:** It was agreed to **Recommend** approval of the policies below.

1. Data Breach Policy
2. Equal Opportunities Policy
3. Environmental Policy
4. Volunteer Policy and Procedures
5. Appendix B to Volunteer Policy (Risk Assessment example)
6. Council Volunteer List

**13/18R To approve payments to be made at this meeting:** The following payments were approved.

<b>Kirkwells Ltd</b>	Neighbourhood Plan Expenses	£1,620
<b>M Holliday</b>	Salary Feb 2019	£272.01
<b>M Holliday</b>	Office Expenses	£223.38, Training Exps £189.50 = £412.88

**14/18R Date of Next Meeting:** Date and time to be confirmed  
Meeting ended 19:30

**Signed**..... **Date:**  
Chairman