



MIDDLETON CHENEY

Parish Council

Parish Meeting Rooms
Main Road
Middleton Cheney
OX17 2LR

FINANCE & POLICY COMMITTEE MEETING

Location: Parish Meeting Room

7th February 2024, 7PM

MINUTES

Present:

Cllr Mark Allen, Chairman of Committee
Cllr Ruth Hoose

Cllr Nigel Mills
Cllr Peter Cook (Non-committee member)
Pip Davis, Clerk and RFO

Meeting started: 19:07PM

1. Resolution to approve apologies for absence. Apologies received: Cllr Youel, work commitment Absent without apologies: Cllr Burgess. On the proposition of Cllr Hoose it was RESOLVED : to approve apologies for absence.
2. Declarations of interest. None
3. Approval of minutes of meeting of 3rd January 2024. On the proposition of Cllr Allen it was RESOLVED : to approve the minutes of meeting 3 rd January.
4. Play area maintenance <ul style="list-style-type: none">To consider replacement cost of swing at Stanwell Park. Defer to full council meeting when comparative quote has been received.
5. Hearing loop quote <ul style="list-style-type: none">To consider quote and options for installation of a hearing loop at the Parish Meeting Room. Clerk to query: Options for audio feed direct to streamed meetings (through laptop). Is interference eliminated with either option?
6. Review of contracts and subscriptions. The committee identified schedules for seeking quotes on upcoming ends of contracts. Clerk to seek comparative quotes to be considered by Finance and Policy Committee to makes its recommendations to Full Council.
7. Review of funds held in bank accounts and accounts' interest rates. To review at next committee meeting: Potential for new EMR for "cost of living" subsidy to address excess of general reserves. Review investment options for EMR accounts.
8. Review of policies <ul style="list-style-type: none">Schedule of Charges and Fees – Clerk (attached).Subject access request – Cllr Youel DeferredTransparency Code compliance – Clerk Confirmed complianceWebsite accessibility Statement – Cllr Allen Should be reviewed annually. Assessment of website against guidelines. Accessibility report and draft statement to be brought back to next F&P meeting.AGAR for prior year – Cllr Mills confirmed status on website.Allotment rules – Cllr Hoose to confirm statusData Breach Log – Cllr AllenDeeds of all land holdings – Cllr Hoose Recommend for adoption.



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	<ul style="list-style-type: none">• Lettings charges and hiring policy – Cllr Mills. Currently have conditions of use for PMR document. Clerk to send digital copy. <p>Clerk to add to next committee agenda Annual PCM policy items for review.</p>
9.	Review of Internal Controls Checklist Internal monitor to confirm happy to proceed with new layout. Recommend to full Council, trial in April.
9.	Urgent Business. Clerk provided update about use of funds to cover emergency village maintenance/security.

Signed:

Dated:

DRAFT