



**MINUTES**

**Meeting:** COUNCIL

**Date:** 6<sup>th</sup> March 2019

**Time:** 8.00PM

**Venue:** COUNCIL OFFICES, HAINAULT ROAD, CHIGWELL

**PRESENT: Councillors (7)**

Councillors Darshan Singh Sunger (Chairman), Naveed Akhtar, Richard Alvin, Deborah Barlow, #Kewal Chana, Rochelle Hodds and John Knapman.

**Officers (2)**

Anthony-Louis Belgrave – Clerk to the Council.  
#Mark Hembury – Responsible Financial Officer.

**Also in Attendance (8)**

#Jane Gardner – Deputy Police, Fire and Crime Commissioner for Essex.  
#Darren Horsman, AD of Engagement and Communications  
#Inspector Tom Mitchell: Essex Police.  
#Councillor Gagan Mohindra – Essex County Council.  
There were eight members of the public in attendance.

# For part of the meeting.

**18.208 RECORDING OF MEETINGS**

**NOTED** that in accordance with Standing Order 3 (i) photographing, recording, broadcasting or transmitting the proceedings of a meeting may take place.

**18.209 APOLOGIES FOR ABSENCE (4)**

**NOTED** that apologies had been received from Councillors Roger Farthing, Alan Lion Brian Sandler and Barry Scrutton.

**18.210 OTHER ABSENCES (0)**

There were no other absences

**18.211 MINUTES**

The minutes of the meetings held on 9<sup>th</sup> January 2019 and 6<sup>th</sup> February 2019 were **CONFIRMED**.



## 18.212 DECLARATIONS OF INTEREST

*NOTED* that there were no Declarations of Interest.

## 18.213 QUESTIONS FROM MEMBERS OF THE PUBLIC

Members were advised that four questions have been received from members of the public. The questions are listed as follows;

- Q. Are Chigwell Parish Council aware that TfL have confirmed that there will be night work taking place between 10pm and 6am, six nights a week for the continued time of four to six weeks? Could Chigwell Parish Council please tell me what provision they have made to inform residents of this work and what the Parish Council will be doing to assure the well-being of elderly, infirm and vulnerable persons, as well everyone who have families, small children or those who have to go to work?
  - A. In response, The Vice-Chairman advised that Chigwell Parish Council had conveyed a series of relevant questions received from the public, directly to the Public Affairs and External Relations Department of TfL on 16<sup>th</sup> January 2019. These questions were answered by the TfL on 1<sup>st</sup> February 2019 and immediately published on the Parish Council website. The Vice-Chairman further reminded attendees that the council has no statutory power to influence the operational procedures governing this project and was not invited to be participate in the respective consultation. Councillor Knapman stated that he understands a liaison has been established between residents and EFDC, to update residents and provide more informed and comprehensive answers to any arising queries. He further reiterated that Chigwell Parish Council has no statutory power to regulate the time when work is undertaken and whilst he entirely sympathies with the predicament being experienced by neighbouring residents, their questions would be better directed to the relevant portfolio holder at EFDC.
- Q. After challenges to the 2017/18 accounts by the Chigwell Residents Association, the External Auditor has yet to sign off the Parish Council's 2017/18 Annual Governance and Accountability Return. It is understood the Parish Council responded formally to the External Auditor in January 2019, regarding the challenges to the accounts. Has the External Auditor replied to the council or provided a time scale for their report and when will they may be able to sign off the Parish Council 2017/18-AGAR?
  - A. In response, The Responsible Financial Officer stated that the respective External Auditor had received the query, which was acknowledged, some considerable time ago. However, because on an unexplained over-sight, the obligatory response was overlooked. An appropriate apology was received from the External Auditor and since this time no further update has been given to the Parish Council.



- Q. Given that part of the challenge to the accounts related to the budget allocation, procedures and transparency will the Council re-consider Item **9 d)** on the agenda, amending the Financial Regulations, giving greater authority to the Finance Committee, until the review by the External Auditor has been carried out and any report published?
  - A. In response, The Chairman of the Finance & Performance Committee stated that the proposal to amend financial regulations has not yet been considered by the Parish Council. Whilst the question does make a valid point, an appropriate answer could not be provided at this time, in view of the aforementioned circumstance.
- Q. Regarding Item **10**, will the council confirm that the Internal Auditor will be provided with all relevant correspondence including that from the External Auditor and informed that the 2017/18 AGAR has yet to be signed off?
  - A. In response, The Clerk and the Responsible Financial Officer confirmed that all relevant information would be supplied to the Internal Auditor, as necessary.

#### **18.214 COMMUNICATIONS**

*NOTED* that no communications had been received.

#### **18.215 DOCUMENTS ON DEPOSIT**

*NOTED* the documents that had been received and/or deposited with the Clerk to the Council since 6<sup>th</sup> February 2019.

#### **18.216 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER**

##### **a) List of Cheques**

It was moved by the Vice-Chairman and *RESOLVED* that:

the list of cheques signed up to 28<sup>th</sup> February 2019 be *APPROVED*, and that the income received and the balances of the Council's Bank Accounts at that date be *NOTED*.

##### **b) Reconciliation of Parish Council Bank Accounts with the Accounts Package**

Councillor Alvin proposed and Councillor Knapman seconded, that the reconciliation of the Parish Council Bank Accounts with the Finance Accounts has been checked, confirmed and signed accordingly.



### c) Proposed Amendment of Financial Regulations

Members were advised that the Financial & Performance committee approved the adoption of a Budget Virement Policy, at a meeting held on 7<sup>th</sup> November 2018. The Clerk further advised members, this policy allows the transferring of a revenue budget from one budget heading to another. And, this policy may be utilised to amend budgets due to existing circumstances or reflect anticipated changes in the pattern of future income and expenditures. However, in accordance with Financial Regulation 1.1 and to align this policy with Financial Regulations an amendment to Financial Regulation 4.2 is required. Councillor Knapman stated that the point raised by the public question pertaining to this matter and the accounts was valid, therefore consideration could be given to deferring this matter until after the anticipated report from the External Auditor has been received. After further discussions, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- The proposed amendment to Financial Regulation 4.2 would be deferred until after the report from the External Auditor has been received.

### d) Budget Virement Payment Requests

Members were advised that at the meeting of the Finance & Performance committee held on 13<sup>th</sup> February 2019, several Budget Virement Payments were **APPROVED** as detailed in the respective appendix. This action was done in accordance with the Parish Council Virement policy and to reflect changes in the pattern of expenditure over the year and anticipated expenditure in the next two months. Members were further advised that these payments would have no impact upon the council's monetary reserves and no net change within individual council budgets.

Members then **CONSIDERED** the Budget Virement Payments as detailed in the appendix and after further discussions, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- The following virement payments be **CONFIRMED**:

From code 4243/101 (Neighbourhood Plan) to:			
<b>TOTAL: £ 6,145.00</b>			
CODE	DESCRIPTION	AMOUNT (£)	REASON
4100/101	Printing and Stationery	300	Increased volume of printing and ink
4005/101	Staff pension costs	3000	One staff member has now opted for scheme
4128/101	Vandalism/Security	1000	Costs of extinguisher replacement
4141/101	General Expenses	200	Accumulated expenses
4151/101	Mileage	170	College travelling costs



4190/101	Legal Fees	250	On-going costs
4127/101	Maintenance	1050	Electrical Repairs
4140/101	Sundries	175	Accumulated costs

From code 4300/201 (Grounds Maintenance) to:

**TOTAL: £ 70.00**

CODE	DESCRIPTION	AMOUNT (£)	REASON
4176/201	Water	70	Large than expected increase in costs

From 4227/301 (Equipment Purchase) to

**TOTAL: £ 5,900.00**

CODE	DESCRIPTION	AMOUNT (£)	REASON
4121/301	Mobile phones	200	Discounts discontinued
4127/301	Prop. Maintenance	1400	Lighting repairs
4226/301	Equip. Maintenance	2700	RTV repairs
4128/401	Vandalism/Security	1000	Car-park gate
4227/401	Equipment	600	Litter bins

From 4300/401 (Grounds Maintenance) to

**TOTAL: £ 1,100.00**

CODE	DESCRIPTION	AMOUNT (£)	REASON
4430/401	Parish Offices	1100	Hedge planting

From 4400/401 (Playground Equipment) to

**TOTAL: £ 1,195.00**

CODE	DESCRIPTION	AMOUNT (£)	REASON
4465/401	Festive Lighting	1195	Electrical Work

**e) Governance and Accountability – Review of the Effectiveness of the System of Internal Control**

Members were advised that this agenda item is in preparation for the completion of Section 2 of the Annual Return, the Annual Governance Statement, for the year ended 2018/19 scheduled for the Council meeting on 8<sup>th</sup> May 2019. The Finance and Performance Committee will continue to have charge of the financial and accounting arrangements of the Council, and where necessary make recommendations to full Council. However, this annual review is in future to be carried out by the full Council to meet the requirements of the external auditors.

Members were further advised to refer to the following publication: “*Governance and Accountability, A Practitioners’ Guide*”, which provides advice on the accounting practices to be followed and sets out the appropriate standard of financial reporting.



The Council then reviewed the document, as detailed in the appendix. After discussions, it was moved by the Chairman and **RESOLVED** that:

- the 2018/2019 Review of Internal Control Arrangements be approved and signed by the Chairman and the Responsible Financial Officer on behalf of the Council.

#### **f) Income and Expenditure Reporting**

Members were advised that at the last meeting of the Finance & Performance Committee held on 13<sup>th</sup> February 2019, attending members reviewed the income and expenditure report for the 2018/19 financial year from 1<sup>st</sup> April 2018 to 31<sup>st</sup> January 2019. Members were further advised that it was **RESOLVED** to present the respective income and expenditure report to council on a quarterly basis, during the following months: June, September, November and April. The Chairman of the Finance & Performance Committee advised members that this decision was made to allow council to confirm that income and expenditure was as anticipated, whilst ensuring that the workload of officers was not needlessly increased. Councillor Knapman further advised members that a quarterly report would present a more accurate and informative depiction of the monetary circumstances of the Parish Council, by enabling a long-term perspective and providing ample opportunities to deal with any issues which may develop during the financial year.

After further discussions, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- The Finance & Performance Committee decision to consider the Income & Expenditure report on a quarterly (May, September, November and February) basis be **CONFIRMED**.
- The Parish Council will consider the Income & Expenditure report at the following Council meetings: (June, October, December & March)

#### **18.217 APPOINTED INTERNAL AUDITORS**

The Clerk reminded Members that this Parish Council previously appointed a Chartered Auditor to produce the most recent Internal Audit Report. Members were further reminded of the Parish Council's statutory requirements to appoint an Internal Auditor in compliance with Financial Regulations 2019: Section 2.6. The Clerk further reminded Members that the appointed internal auditor is Michael Letch (Letchwood Business Management, and the most recent Internal Audit Report was considered by the Parish Council at the Annual Council meeting held on 10<sup>th</sup> May 2018. The Clerk further advised Members that it was recommended by the Internal Auditor that the council consider appointing a different service provider after a period of approximately three years.



After further discussions, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- The Parish Council would retain the services of this Chartered Auditor.

#### **18.218 PRESENTATION BY THE DEPUTY POLICE, FIRE & CRIME COMMISSIONER FOR ESSEX**

This Presentation was arranged by the Clerk on the request of the Parish Council, the purpose of which was to discuss a variety of Policing and Crime related issues in Chigwell.

After brief introductions, the Deputy Police, Fire and Crime Commissioner for Essex: Jane Gardener stated that she is a lifelong resident of Essex and she is exceedingly privileged to serve as the Deputy (PFCC). She has gained seven years' experience as a serving Special Constable with Essex Police and has many years of experience working on behalf of communities across the county. She advised attendees that she would give a brief explanation of the overlaying achievements and intentions of Essex Police, after which Inspector Tom Michell would advise attendees of recently concluded operations, and some on-going projects in the area. The Deputy Commissioner stated her role is to support the Commissioner in the development and implementation of policies and strategies; pertaining to policing, crime and victims of criminal activities. Contributing towards solutions to challenges, maintain stable relationships with communities, their respective representatives and other voluntary institutions, like the Neighbourhood Watch.

She further advised attendees that she endeavours to work co-operatively with external agencies to deliver a safer environment for local people. The maintenance of an effective and efficient police service, in tandem with introducing an approved programme of reforms is one of the primary challenges being faced. Effective organisation, innovative restructuring and a collaborative effort with Essex County Fire and Rescue has allowed Essex Police to deliver more, despite continuing budgetary pressures on all aspects of the public sector.

She advised that the 'Police and Crime Plan 2016-2020' (which was tabled at the meeting) outlines the seven policing priorities to protect Essex, this statement of intent defines the future of policing in the county. She advised members of the real increases in policing presence throughout the county and the intention for Essex Police to have full regard to Central Government's Strategic policing requirements. She briefly expanded on the seven policing priorities: 1. More local, visible and accessible policing. 2. Crackdown on anti-social behaviour. 3. Breaking the cycle of domestic abuse. 4. Reverse the trend in serious violence. 5. Tackling gangs and organised crime. 6. Protecting children and vulnerable people. 7. Improve safety on our roads. Lastly, she stated that increases in the precept allowed an additional one hundred and fifty officers, whilst it is intended to provide an additional two hundred and fifty this year, within the area of operations.



She further advised attendees of the 'Fire and Rescue Plan 2019-2024' (which was tabled at the meeting), which details the stated eight priorities: 1. Prevention, protect and response. 2. Improve safety on our roads. 3. Help the vulnerable to stay safe. 4. Promote a positive culture in the workplace. 5. Develop and broaden the roles and range of activities undertaken by the service. 6. Be transparent, open and accessible. 7. Collaborate with our partners. 8. Make best use of our resources. She stated that a Integrated Risk Management Plan was also being presently developed.

Inspector Tom Mitchell advised attendees on the operational situation in the local area. Firstly, he stated that the number of Police officers operating from Loughton Police Station currently stands at six, it is intended to introduce an additional four in the coming months, whilst a further five are expected within the following financial year. He then gave a brief summary on crime statistics: Whilst criminal activity appears to have increased in recent months the number of reported burglaries has declined. The number reported this year presently stands at seventeen. He further advised that the observed increase has been partly due to the use of applied technologies by criminal entities. There was one robbery last year, to date, none this year. There has been an observed increase of knife related crime in the vicinity of Debden and Loughton Underground Stations, counter-measures operations are being conducted to deter and prevent such incidences. Additionally, deterrent, prevention and apprehension operations are being conducted in the Limes Farm area in conjunction with Metropolitan Police, in response to cross-borough incursions by organised criminal elements. The Inspector also mentioned other noticed crime trends, including; burglaries of properties under renovation and high-value vehicular theft, and the respective counter-measures being followed.

The Chairman thanked the Deputy Commissioner and representatives of Essex Police for the informative and encouraging presentation and invited attendees to ask questions.

Councillor Chana requested information about the response times to '101' non-emergency telephone enquiries and described his own experience of this service, which he suggested was wholly inadequate. In response, Inspector Mitchell apologised and acknowledged the standard of service fell short of what it should be, however he advised that there are concerted efforts to rectify this unacceptable situation. He suggested that Councillor Chana provide him with further details of his experience, with the intention to conduct a more thorough investigation of the incident.

A public attendee stated that as a former Police Officer he has personally experienced the situation where significant levels of monetary cuts have adversely affected the ability to investigate reported crimes, and the detrimental effect this has on the quality of service.

Councillor Knapman stated that he has severe concerns about budgetary constraints being placed upon the Essex Fire Service and the operational policies of this organisation. He suggested that the monetary cuts being placed upon this service could be even more severe because the respective authorities were being forced to re-allocate funding from fire services to policing services. He further questioned the cumulative effect this could have upon the organisation's operational abilities, as a relevant example he mentioned the policy of 'Mixed-crewing,' and the co-location of fire service and policing officers.



In response, the Deputy Commissioner advised attendees that the budget of the Essex Police and Essex Fire service were entirely separate entities and would continue to remain so. She further advised that under no circumstances would the policy of working in partnership allow the depletion of resources from the fire and rescue services, in support of policing operations.

A public attendee stated that he has observed an overall improvement of the situation and commended Essex Police for their most recent efforts. He further advised attendees of the presence of private security services operating in the area, especially in Chigwell Row and the cost of these services to participant members of the public. The Deputy Commissioner also acknowledged the existence of these services and suggested Essex Police will continue and are most willing to co-operate with such organisations, to the benefit of the general public.

After further discussions, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.

#Jane Gardner – Deputy Police, Fire and Crime Commissioner for Essex.

#Darren Horsman, AD of Engagement and Communications

#Inspector Tom Mitchell: Essex Police.

#The above attendees left the meeting.

## 18.219 MEMBERS' REPORTS

### a) Community Bus Service

The Chairman of the Community Bus Service Management Committee advised members that he attended a meeting with the manager for Epping Forest Community Transport (EFCT): Angela Canham. Having examined the statistics pertaining to the usage of this service he can advise members the service is being used to full capacity during periods when travel to and from school occurs. Further, the most current Key Performance Indicators (KPI) seem to suggest that the service is growing in popularity. The Chairman of the Community Bus Service Management Committee stated that he also intends to again meet with the EFCT Manager to discuss and resolve the issue of the inadequacy of reporting.

After discussions, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.

## 18.220 VICTORY HALL MANAGEMENT COMMITTEE

Members were reminded that at the meeting held on 13<sup>th</sup> December 2018 the former resolution to not renew the lease and assume all administrative responsibilities for the Victory Hall was confirmed and at the council meeting on 6<sup>th</sup> February 2019, it was **AGREED** to establish a Victory Hall Management Committee. The following Councillors volunteered to serve as members of this committee: Richard Alvin, Deborah Barlow, Rochelle Hodds and Alan Lion.



The Clerk advised members that there are a considerable number of decisions to be made with regards to the Parish Council's intention to assume the administration of Victory Hall, further it is very important that a meeting of this committee is scheduled as soon as possible to allow the resultant actions to be pursued, in a timely manner. The Clerk further reminded members that this would be the first meeting of this committee and accordingly the first order of business would be the election of a Chairman, in view of the unwarranted and unnecessary fracas at the first meeting of the Personnel committee the Clerk suggested that the individual who would serve as the Chairman for the interim be resolved presently, to avoid any recurrence of the aforementioned incident.

After further discussions, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- The first meeting of the Victory Hall Management Committee would be scheduled for either Monday 18<sup>th</sup> March 2019 or Tuesday 19<sup>th</sup> March 2019, 6pm. The selected date would determined by the availability of members.
- The Chairman: Councillor Darshan Singh Sunger would also serve as a member of the Victory Hall Management Committee.
- The Chairman of the Parish Council: Councillor Darshan Singh Sunger would serve as the Chairman during the interim, until the Chairman of the Victory Hall Management Committee is duly elected by the respective membership.

## 18.221 HIGHWAYS ISSUES

### a) Vicarage Lane

Councillor Knapman stated that the hazardous driving conditions on Vicarage Lane were quite concerning. This situation, as previously stated by members is exasperated by the re-occurrent rupturing of sub-surface water mains. The Clerk advised members that an acknowledgement has been received, from Thames Water PLC, to a Parish Council enquire on this matter. The Clerk further advised members that the Environment Committee has considered the suggestion that staff could be tasked to grit this road-way, however this idea was discounted because of health and safety implications: vehicular traffic travels at considerable speed and line of sight is somewhat limited at certain points. In response, Members recommended that this road-way should be gritted by the appropriate authority; Essex County Council, as this organisation is better equipped to deal with this problem. The Chairman reminded members that County Councillor Gagan Mohindra will give a short presentation concerning Essex County Council Highway projects in Chigwell.

After further discussions took place on highways issues. It was then moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- This item will remain on the agenda.



**18.222 PRESENTATION BY THE ELECTED MEMBER FOR CHIGWELL & LOUGHTON BROADWAY**

After introductions, County Councillor for Chigwell and Loughton Broadway: Councillor Gagan Mohindra updated members and the attending public on the following matters:

**a) Street Lighting**

Councillor Mohindra advised members that the proposal to re-instate all night street lighting at the request of Town and Parish Councils is still being considered. However, the realisation of this proposal is very much dependant on the number of local authorities that are willing to participate in the scheme. Councillor Mohindra further advised members that correspondence has already been circulated to Town/Parish councils detailing the estimated costs of all-night illumination at Town and Parish level. It is anticipated a meeting will be attended by the leader of EFDC and Councillor Kevin Bentley (ECC) in support of this initiative.

Councillor Alvin reminded members that this circular has been received by the Parish Council, however further clarification is being sort from ECC/EFDC concerning the methodology which determined the annual cost of this initiative, which in the case of Chigwell is: £13,200.05p. An appropriate response from ECC/EFDC is yet to be received. Councillor Alvin further reminded Members that it was the statutory responsibility of this council to ensure decisions concerning monetary expenditure were thoroughly investigated and justifiable, because the assurance that rate payers receive value for money is sacrosanct.

In response, Councillor Mohindra stated he could not provide further clarity on how this figure was produced, as this information has not been made available to him. Councillor Alvin advised members that an accordant 'Freedom of Information' request has been submitted by this council to the appropriate authorities towards garnering this information, this approach was pursued after previous appeals were unanswered.

**b) Luxborough Lane**

Councillor Mohindra advised members that he has received a considerable number of complaints about a variety of matters on Luxborough Lane. These issues included the absence of adequate gritting facilities/services, potholes and insufficient street lighting. He further advised members that this roadway was not the responsibility of Essex County Council, however there are efforts presently being pursued towards the incorporation of this roadway within ECC's sphere of responsibilities.

**c) Vicarage Lane**

Members were advised that the drainage system immediately adjacent to this roadway should be extensively cleaned before the end of this month. This action should go a long way to reduce the observed problems on this lane.



**d) Top Golf entrance/Abridge Road Junction**

In response to a query from the Chairman, concerning the intolerable frequency of vehicular collisions and near-misses at this junction, Councillor Mohindra stated that he shall convey these concerns directly to the Essex County Council - Liaison Highways Panel, at their next meeting. The Chairman further suggested that an appropriate reduction in the speed limit on Abridge road should be considered, to provide a solution to this issue.

After further discussions, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- Councillor Mohindra would again be invited to attend a subsequent council meeting.

#Councillor Gagan Mohindra left the meeting.

**18.223 REPORT OF THE CLERK**

The Clerk reported that;

- A meeting of the communications Committee has been scheduled for Thursday 21<sup>st</sup> March 2019, 6.30pm.
- He and the Vice-Chairman will be attending a meeting of the EFDC Local Council Liaison Committee on Monday 11<sup>th</sup> March 2019, 7.30pm, in Epping.
- In pursuance of the Council resolution to engage alternative legal representation and on the recommendation of EALC, the Parish Council will now engage Essex Legal Services.
- The Parish Council has received two letters from the leader of the Chigwell Senior Citizens Club, advising that this organisation will be celebrating its Platinum Anniversary on 1<sup>st</sup> April 2019. A special luncheon will take place at the Victory Hall.
- The Clerk will be on Annual leave on Thursday 7<sup>th</sup> March 2019 & Friday 8<sup>th</sup> March 2019.

After further discussions, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- The Clerk would draft correspondence, addressed to the Chigwell Senior Citizens Club, thanking them for the invitation and extending congratulations on the occasion of their Platinum anniversary.
- The Chairman and the Vice-Chairman would endeavour to attend the special luncheon arranged by the Chigwell Senior Citizens Club.



**18.224 REPORT OF THE CHAIRMAN**

The Chairman reported that:

- The Chairman stated that the location for the Holocaust Memorial is still being deliberated by the Epping Forest Memorial Working Group, the possibility still remains that the Chigwell Station Green could be the selected site.
- He recently attended the Youth Music Festival hosted by the Loughton, Buckhurst Hill & Chigwell Rotary Club, at West Hatch School. He said that it was a great opportunity for young people to showcase their exceptional talents and he thoroughly enjoyed the event.

**18.225 MATTERS TO BE BROUGHT FORWARD TO THE NEXT COUNCIL MEETING**

There was nothing to bring forward to the following meeting.

**18.226 EXCLUSION OF THE PUBLIC AND THE PRESS**

The public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.

**18.227 INSURANCE POLICY RENEWAL**

The Clerk advised members that the Parish Council's Insurance Policy has concluded and is now due for renewal. In accordance with financial regulations three quotations had been sort for the renewal of the Parish Council's Insurance Policy and that any decision which results in an expenditure of over £2,500.00p will require ratification from the Chairman and Vice-Chairman (of the Council), any expenditure over £5,000.00p will require ratification from the Council, prior to implementation. The Chairman of the Finance and Performance Committee then further advised members on this matter.

Members then **CONSIDERED** the various options, respective quotations and the recommendations, as detailed in the appendix. After a full and in-depth discussion, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- The selected service provider be **APPROVED** for a five-year term insurance agreement.

The meeting closed at 10.30pm.

Signed .....

**Chairman**

Date .....