

FINANCE, POLICY & RESOURCES – SUMMARY OF OUTSTANDING ACTIONS AND PRIORITIES

UPDATED: 03.01.23

Three Year Reserves Plan:

- Community Land – Welham Architects awarded. A meeting with Welham Architects is to be arranged with the Council now consultation work is completed.
- Local Council's awards scheme – Clerk attended introduction to the scheme in June 22. Deadline for next applications - 06 January 2023
- Improvement Board – Update accepted at Full Council 04.10.22
- Old Court House security – quotes will be arranged after a building condition survey is completed.
- Old Court House building survey – Quote accepted and building survey arranged for 04.11.22
- Old Court House Furniture replacement – Council Chamber refurbishment to be considered including lighting

	Action	Updates and further details	Completed
1.	Butt Field	Oversee any major project agreed for Butt Field. Crown Estates are currently having a full review so the project to purchase additional land for pitches is on hold. Clerk confirmed in Aug 2022 that the review was still ongoing.	
2.	Wynhill	Committee set up to oversee the project at 24 May 2022 Full Council.	Under the direction of the Wynhill Re-Development Committee
3.	Petty Cash	RFO to be signatory/card holder – outstanding decision from 2019. Clerk to investigate options and re-affirm to committee. Petty cash to be looked at as part of review into banking options.	
4.	Pensions discretions policy	Locum Clerk has provided information to progress this action – further information required for committee to consider. Clerk asked to work with Cllr F Purdue-Horan to gain further information on the consequences.	
5.	Warners paddock	This is now a vacant site whilst BHTA progressed an archaeological dig. Roman pottery found and it is hoped that an exhibition would be arranged at a later date by the group. The Council would now look to continue progression of community use of the land – meeting with Crown Estates to be arranged.	
6.	Mill Hill Land	Clerk to chase wimpey homes regarding potential transfer of ownership of the single piece of land to BTC – Chased June 22 and 22 August 2022 – awaiting reply.	

	Action	Updates and further details	Completed
7.	Community Land	Quote accepted and Welham architects now finalised the consultation and a meeting with the Council for November 22 is to be arranged. Consultation complete and final document to be considered by Full Council in January 2023	1 st stage complete
8.	Review of current policies	Presented at 24 May 22 Full Council meeting	Completed
9.	Risk register review required in March 2022	Clerk to progress additional details – Clerk progressed and on agenda for 28 Sept for consideration. Alterations agreed and will be kept under review.	Completed but work ongoing as live document.
10.	General reserves policy for consideration	Adopted March 2022	Completed
11.	Grants policy to be considered	Clerk to action – draft policy on 28 Sept 22 agenda. To be re-considered at 01 Nov 22 meeting after being deferred back by Full Council. Grants Policy Adopted	Completed
12.	Internal controls review	Completed and adopted at 24 May 22 Full Council meeting	Completed
13.	Financial Regulations review	Clerk gaining quotes for a review by procurement specialist – On 01 Nov 22 agenda.	
14.	Standing orders review	Clerk to action – on 28 September 2022 agenda. Standing orders adopted on 04.10.22.	Completed
15.	Scheme of delegation to be created	Work to continue after financial regulations review	
16.	Tenants	Review of tenants – On agenda 12.07.22, update on 28 Sept 2022. Work to review room usage required.	
17.	Intercom system	Quote accepted – work completed August 2022	Completed
18.	Payments to contractors	Clerk to detail list of regular payments to contractors for review – on 10 Jan 2022 agenda.	
19.	Building Survey	Quotes for building condition surveys for the Old Court House to be obtained. Additional information on previous quotes requested by the committee. Building survey awarded and arranged for 04 November 2022	Completed
20.	Award Scheme	Council's award scheme – Financial regulations on 01 Nov 22 agenda for review. Adoption now taken place. Application to be submitted by 05 May 2023 – Full Council to approve application on 21 March 2023.	
21.	Health & Safety Management System	Clerk to implement the system – system introduced and work ongoing to ensure all areas are actioned	Completed and ongoing as live document
22.	Health & Safety Employee Handbook	Handbook adopted and employees received, read and signed.	Completed – yearly reviews to take place or

	Action	Updates and further details	Completed
			as identified by the Council's consultants
23.	Y1 Health and Safety Evaluation	Work continues to complete and reports to Finance, Policy and Resources provides the committee with updates of actions completed. Yr 2 evaluation to take place spring 2023.	
24.	Fire Risk Assessment	Fire risk assessment in place – lightning risk assessment is now complete and requires some actions (these are being investigated). Fire door quotes are being considered with information to the next meeting of Finance, Policy and Resources (budget required to complete). Staff training completed in Sept 2022 and quotes for fire detection system on 28 Sept 2022 agenda. Fire detection system fitted Oct 22, lightning risk assessment completed and recommendation to Nov 22 meeting. Fire door quotes ongoing.	
25.	Re-decoration of the ground floor and first floor tenants' office	Work approved and is scheduled to start on 26 September 2022. Painting completed in both offices Sept 22.	Completed.
26.	Annual Subscription to ICCM	Taken in Oct and only charged part year to March 22. Training course arranged for staff member.	Completed
27.	Banking Facilities	A review of the banking facilities and options for the funds held by the Town Council is to be completed.	
28.	IT	Laptop replacement for failed device – completed and laptop delivered Dec 22. Server – new server to be placed on the 2023/24 project list	
29.	Surge Protection	Quote accepted for work. Work arranged for early 2023.	