

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

UPDATED: 22.09.22

Three Year Reserves Plan:

- Community Land – Welham Architects awarded. Work has commenced to consult with the public.
- Local Council’s awards scheme – Clerk attended introduction to the scheme in June 22. Deadline for next applications - 06 January 2023
- Improvement Board – Report accepted. Full Council 04 October 2022 to consider update on recommendations.
- Old Court House security – quotes will be arranged after a building condition survey is completed.
- Old Court House building survey – quotes on agenda for consideration – 28 September 2022
- Old Court House Furniture replacement – Council Chamber refurbishment to be considered including lighting

	Action	Actions	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.	
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 on community use of the land	
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.	
7.	Community Land	Quote accepted and Welham architects progressing community consultation	
8.	Review of current policies	Presented at 24 May 22 Full Council meeting	Completed

	Action	Actions	Completed
9.	Risk register review required in March 2022	Clerk to progress additional details – Clerk progressed and on agenda for 28 Sept for consideration.	
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.	
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	
14.	Standing orders review	Clerk to action – on 28 September 2022 agenda	
15.	Scheme of delegation to be created	Ongoing	
16.	Tenants	Review of tenants – On agenda 12.07.22, update on 28 Sept 2022	
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	
19.	Award Scheme	Council's award scheme was outstanding and the basic award was the first priority – Work ongoing to meet January application date for foundation	
20.	Health & Safety Management System	Clerk to implement the system – system introduced and work ongoing to ensure all areas are actioned	
21.	Health & Safety Employee Handbook	Handbook adopted and employees received, read and signed.	Completed – yearly reviews to take place
22.	Y1 Health and Safety Evaluation	Work continues to complete and reports to Finance, Policy and Resources provides the committee with updates of actions completed.	
23.	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.	
24.	Re-decoration of the ground floor and first floor tenants office	Work approved and is scheduled to start on 26 September 2022.	