



A Wool Parish Council Policy & Resource Committee meeting was held on **MONDAY 7th February 2022 at 6pm** at **The D'Urberville Centre, Wool.**

Attendees: A Wilson, G Hunt, R Thorn, S Smith

Minutes

Agenda Item	Person Responsible/Note
42. Public Participation. There were no members of the public in attendance.	Public
43. To receive apologies for absence. Apologies received from Cllrs Major and Foggon.	Clerk
44. To approve the minutes of the previous meeting (Appendix A). It was resolved, the minutes of the November 2021 Policy and Resource Committee were approved.	Councillors
45. To receive a financial update from the Clerk. The Clerk reported that an external accountant will be fixing some issues with how the Sage system has recorded pay. All payments are correct for the year but the reporting needs to be fixed. Once the issues are fixed, The Clerk will provide an update in the monthly accounts. The Clerk will also be taking advice from the accountant on how to improve the council's handling and reporting of VAT.	Clerk
46. To make a recommendation to Full Council regarding the tax year 2020-21 issue. (Appendix B). The meeting recommended option 3 to pay the amount to HMRC. The recommendation will be put before Full Council.	
47. Policy. (a) To review the Internal Control Policy. Only change from previous year is the removal of reference to external accountant. (Appendix C). It was resolved, the policy was reviewed. The policy will be put before Full Council for approval. (b) To review the Asset Register. Changes made from previous year were agreed by Full Parish Council and are detailed in the 'changes' tab of the spreadsheet (Appendix D). It was resolved, the Asset Register was reviewed. The Asset Register will be put before Full Council for approval. (c) To review the Equality Policy (Appendix E). This is unchanged since the last review in 2016. It was resolved, the policy was reviewed and the creation of a Grievance Policy was recommended. The policy will be put before Full Council for approval. The Clerk will create a Grievance Policy. (d) To review the 2019 NALC Model Financial Regulations with the clerk's suggested amendments (Appendix F). It was resolved, the Financial Regulations were reviewed and amended. The amended regulations will be put before Full Council for approval. (e) To review the Publication Scheme with the clerk's suggested amendments (Appendix G). It was resolved, the Financial Regulations were reviewed and amended. The scheme will be put before Full Council for approval.	Councillors
48. Correspondence. None.	Clerk