



**Minutes of an Extraordinary meeting of the Finance & Governance Committee  
held at 7.30pm on Monday 12<sup>th</sup> August 2024 in the Windrush Room  
at The George Moore Community Centre**

**Those Present:** Cllr A Roberts (Chairman), A Davis, L Hicks, M Samuel, L Wilkins.

**In Attendance:** Sharon Henley (Clerk).

**Members of Public:** There were none.

The meeting commenced at 19.45 hours due to the previous meeting overrunning.

Public Session: None present.

- 1) Apologies for absence: Cllr B Hadley, these were noted. Cllrs S Coventry was absent.
- 2) Declarations of Interest. There were none.
- 3) To review the following draft updated policies and governance documents for recommendation to full Council on 4<sup>th</sup> September:
  - a) Social Media Policy (Papers 1a & b). The Committee RESOLVED to make minor amendments to the existing policy at Paper 1a and to recommend the amended version to full Council for approval. Cllr Davis requested a named vote. All committee members voted in favour except Cllr Davis who voted against so the motion was carried.  
It was further RESOLVED that Cllr Davis would submit proposals to amend the policy again to the next F&G meeting for consideration using information from paper 1b to amend paper 1a.
  - b) Filming & Recording of Parish Council & Committee Meetings (Paper 2). The Committee RESOLVED to recommend the draft document to full Council for approval.
  - c) Health & Safety Policy (Paper 3). The Committee RESOLVED to recommend the draft document to full Council for approval.
  - d) Tree Management Policy (Paper 4). The Committee RESOLVED to make one minor amendment and with that amendment to recommend the draft document to full Council for approval.
  - e) Responsibilities Register (Paper 5). The Committee RESOLVED to recommend to full Council that this should be titled as an archived historical record, last updated in 2020 with a note to refer to the Public Asset Register and Asset Register for current information.  
The Committee reviewed the information on the Responsibilities Register and Public Asset Register and RESOLVED for the Clerk to action the following:
    - i) Asset Register and Public Asset Register to be amalgamated.
    - ii) Periwinkle Bank is listed on the Public Asset Register as being owned by the Parish Council. Clarify whether footpath is owned by the Parish Council or just the adjoining tree-lined verge bordering Manor Field.
    - iii) Bourton Chase Open Space: Check information for Phase 1 and Phase 3 and include Stanway Green, metal railings around the attenuation pond, Croome Gardens and any other land or property owned.
- 4) Schedule of Policies (Paper 7): To note current status of reviews. The Committee RESOLVED that future policy reviews should be carried out at regular quarterly committee meetings.
- 5) Date of Next Meeting – Ordinary Finance and Governance Meeting to be held at 7pm on Thursday 17<sup>th</sup> October 2024 in the Community Cafe, The George Moore Community Centre.

There being no further business the meeting closed at 20.44 hours.