

COMPLIANCE WORKING GROUP
Tuesday 7 September 2021, 7.00pm.
Summary and recommendations

Present RA, VVA, IS, GDa

1. Internal Audit Report

B. Regulations and Policies

- *It was felt the **CWG** was a useful forum not only for financial and budgetary discussion and financial oversight but also for the formulation, update and review of policies and procedures. CWG has also been involved in contracting for maintenance and street lighting. **Recommendation.** LAPC should continue to support the CWG.*

C. Risk Management

- **Website.** *The WIX platform was selected. Progress has been slow. The Parish Council needs to engage in the process. The group felt two parish councillors should be actively involved. An alternative is to work with and pay the website designer with the skills to set up the website according to the parish council's specification. If the latter is preferred, LAPC will need to formulate the specification. **Recommendation.** LAPC to agree approach and timescale for launching the new website*
- **Clerk recruitment, training and succession planning.** *This is urgent. The new clerk must be in post by 1 February 2022 or locum arrangements agreed with CAPALC. A job description, job evaluation and realistic assessment of hours required are awaited. The group considered the need for parallel running for handover and support. **Recommendation.** Plan with timelines required.*

2. Insurance arrangements

- *The group **recommended** insuring with Aviva through BHIB on a three year long term agreement. This is a policy that has been developed in collaboration with NALC. Examples of Officials Indemnity were requested. The need for the Recreation Ground Committee to have its own insurance policy rather than being included in the GAPC policy was discussed.*

3. Initial thoughts on 2022-23 budget planning and precept

- *Guidance from CAPALC on clerks pay awaited. There may be a need to budget for some parallel running.*
- *Cost of new laptop for the new clerk and possibly a printer. The Canon printer is on its last legs.*
- *Training and cost of CILCA qualification for new clerk*
- *Church yard grass cutting. This has been £600 for some time. Recommend checking what proportion of the cost of grass cutting it covers*
- *Local events will need to cover the cost of the royal jubilee and any other national celebrations*
- *2022 is an election year. Costs will need to be included.*
- *Streetlighting. Consumption has reduced with the new light bulbs. Billing has not settled down yet. Recommended using an average based on data in recent monthly statements to estimate costs in 2022-23.*
- *CWG was strongly supportive of continuing to support the Parish Nurse programme. The need to budget for community support post COVID including the Abington Good Neighbour Scheme was debated*

4. Meeting schedule: *As required to fulfil role.*