



Uplyme Parish Council

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 Website: www.uplymeparishcouncil.org
 Clerk to the Council: Zishan Adamson-Drage

Minutes of the Finance Committee Meeting held on Wednesday 29th March 2023 at 6.30pm in Uplyme Village Hall

Present: Chairman: Cllr. A. Turner (AT)
 Councillors: Cllr. Mrs C. Wiscombe (CW), Cllr. P. Oakley (PO).
 Officer: Zishan Adamson-Drage, Clerk to the Council
 Members of the Public: None

FINC23/01 Election of Chairman for Meeting

In the absence of CJ, AT as Vice Chair of the Council stood in as ex-officio member and chaired the meeting under Standing Order 3P.

FINC23/02 Apologies for Absence

Cllr. Cllr. C. James (CJ), Mrs. P Frost (PF) and Cllr. C. Pratt (CP), tendered their apologies.

FINC23/03 Approval of Minutes

As only CW was present at the last meeting, it was **RESOLVED** that approval of the minutes from the Finance Committee meeting held on **23rd November 2022** be deferred to the next meeting.

FINC23/04 Declarations of Interest and Dispensations

None.

FINC23/05 Public Participation Session

None present.

Chairman: Cllr C James

Vice Chairman: Cllr. A. Turner

Cllrs: P. Oakley, C. Pratt, Mrs P Frost, W. Trundle, D. Ostler, P. Hackett, Mrs C. Wiscombe

FINC23/06 Risk Assessments

- (a) CW expressed concerns over the homeworker assessment with regards to the items flagged for resolution. Namely a fire escape plan should be drawn up and a lone worker check-in process should be devised, as well as a policy drawn up. CW also had concerns about PAT testing electrical items. AT advised that a separate keyboard should be purchased. **RESOLVED** Cllr. Oakley proposed, seconded by Cllr. Mrs Wiscombe that a) a lone worker policy be presented to the next Estates & Personnel Committee b) the Clerk to purchase a keyboard and laptop stand and c) the Clerk to make enquiries about getting the electrical items and the Christmas lights PAT tested.
- (b) **RESOLVED** PO proposed, seconded by CW, subject to the resolution at item (a) to approve the workstation risk assessment to be added to the Risk Management Schedule.
- (c) Members discussed the business continuity risk assessment. **RESOLVED** The Clerk to present a draft plan to the next meeting of the Finance & Risk Committee.

FINC23/07 Insurance

Members considered the three quotes provided, along with the additional cover requested from one insurance provider. **RESOLVED** PO proposed the long-term agreement of 3 years cover with Zurich Municipal be purchased, seconded by CW. Approved. The Clerk to make necessary arrangements for cover to commence on 6th April 2023 when the current cover expires.

FINC23/08 Internal Audit Review

Members noted the date of review as 24th May 2023.

FINC23/09 Date of the next meeting

The next meeting of the Finance Committee will be on **22nd November 2023**.
The meeting closed at 6.57pm.

Signed: _____
Chairman of Finance
Committee (AT for this meeting)

Date: _____