

POLICY & FINANCE COMMITTEE MEETING – PROGRESS REPORT

Appendix A

Item	Action Agreed at Committee	Action Taken	Responsibility	Time Schedule
OFFICE	<p>TO CONSIDER AND AGREE TAKING OUT CYBER INSURANCE AT A MAXIMUM COST OF £300 PER ANNUM. Members were unsure of the full extent of the cover provided by Cyber Insurance and requested more information before a decision could be made.</p>	<p>Course attended 06.10.21 Managing cyber security – confirmed insurance would be best practice. New costs to be reviewed.</p> <p>To be submitted to committee on 24th April 2023.</p>	EDC	In Progress
INTERNAL AUDIT	<p>TO CONSIDER AND AGREE THE APPOINTMENT OF HEELIS & LODGE AT A COST OF £430.00 TO CONDUCT THE COUNCILS INTERNAL AUDIT Members considered the appointment of Heelis & Lodge to conduct the Internal Audit for 2023 and RECOMMENDED the appointment at a cost of £430.00.</p>	Booked for 22 nd May 2023	EDC	In Progress
EXTERNAL FIRE RISK ASSESSMENT	<p>TO NOTE THE EXTERNAL FIRE RISK ASSESSMENT AND THE RECOMMENDATIONS MADE. Members considered the advisory note regarding the installation of a fire door hold open device and NOTED staff already ensure this action would be un-necessary. Members RECOMMENDED staff investigate alternative External Fire Risk Assessors as best practice to ensure objectivity.</p>	<p>Investigations to be made into alternative External Fire Risk Assessor in time for the next annual review in October 2022.</p> <p>To be submitted to committee on 24th April 2023.</p>	EDC	In Progress
	<p>TO CONSIDER AND AGREE THE COSTS TO REPLACE THE FIRE ALARM ELECTRIC CABLES FOLLOWING THE RECOMMENDATIONS MADE IN THE EXTERNAL FIRE RISK ASSESSMENT. Members considered the quotes obtained and RECOMMENDED the appointment of SFB Solutions to replace the fire alarm electric cables at a cost of £640.00.</p>	<p>Emailed SFB 21.02.23.</p> <p>Completed 22.03.23.</p>	EDC	Completed
CCTV/ALARM	<p>TO CONSIDER AND AGREE THE COSTS FOR RENEWING THE ANNUAL CCTV AND ALARM MAINTENANCE CONTRACT FOR A PERIOD OF 3 YEARS TO OBTAIN A FIXED PRICE OF £720.00 PER ANNUM.</p>	Confirmed with SFB 21.02.23	EDC	Complete

POLICY & FINANCE COMMITTEE MEETING – PROGRESS REPORT

Appendix A

	Members considered the costs to extend the current CCTV and Alarm Maintenance Contract for a period of 3 years and RECOMMENDED the renewal with SFB Solutions to retain the fixed price of £720.00 per annum.			
CADDY VAN	<p>TO CONSIDER AND AGREE THE COSTS OBTAINED FOR THE MOT INCLUSIVE OF REPLACING THE WATER PUMP AND CAMBELT FOR THE CADDY VAN.</p> <p>Members considered the quotes obtained and RECOMMENDED the appointment of AJN Mechanic's to conduct the MOT and replace the water pump and cambelt on the Caddy Van at a cost of £615.74.</p>	<p>Booked for 14.03.23.</p> <p>MOT and work completed 13.03.23.</p>	EDC/AW	Completed