

## Notice of meeting: GOVERNANCE & FINANCE COMMITTEE

**Date and Time: Monday 26<sup>th</sup> October 2020 19.00**

**Venue: Remote video link via zoom Link**

**Present: Cllrs: M Stott(Chair), D Martin, P Harris, M Brock, S Perry, R Blaney, K Roberts**

**Also in attendance: Acting Clerk L Wright, Assistant Clerk K Green**

## Minutes

1. **Apologies for absence- Cllr P Rainbow, Cllr S Thompstone**
2. **Questions from members of the Public.** (The positioning of this item on the agenda may be varied by resolution of the Council to facilitate involvement by members of the public)  
**- None**
3. **To receive any declarations of interest**  
*Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a Disclosable pecuniary interest of which they are aware in a matter who attends a meeting of the council at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent – None*
4. **Chairperson's Announcements-** The Chair told the Meeting that the Schedule of Insurance needs analysing to make sure the Council has adequate cover. He also stated that the Assets Register needs updating and that both these items will be discussed at November's meeting. The Chair had discussed the adequacy of policies governing the Council with the Chair of the Council. The Chair is reviewing the Council policies and has agreed to produce a comprehensive list together with an indication of whether or not any of them need updating
5. **To approve previous Monday 24<sup>th</sup> August 2020 19.00**  
**Proposal to Approve the Minutes**  
**Proposed Cllr Martin** **Seconded Cllr Harris**  
**Agreed** **Unanimously**  
  
5.1 Matters Arising – for information only
6. **Finance matters**  
6.1 Summary/Overview of Southwell Town Council accounts and reserves position September 2020  
Committee discussed the financial documents, including ways to raise funds from Covid-19 Government grants. **NSDC Cllrs Blaney and Harris will relook at the grant application already submitted, Clerk to send to all Councillors**  
**Clerk to provide a glossary of terms where required for the financial documents for clarity**

**Action**

**RB**  
**PH**  
**Clerk**

Council discussed the reserves position and that of S106 and CIL monies- **Cllrs Stott and Harris to work with the Clerk to determine to which project remaining S106 monies are attached**

**MS  
PH  
Clerk**

7. **Decision on the appointment of the internal Auditor 20/21** – cost previously circulated  
Committee discussed the appointment and the work of the previous Auditor

**Proposal to accept the current Auditor for the financial year 2020-2021**

**Proposed Cllr Harris**

**Seconded Cllr Blaney**

**AGREED**

**Unanimously**

8. **Election of third member to the Risk Assessment panel- Cllr Perry was appointed**

9. **Budget Preparation 2021/22** - proposal to establish a Working Party  
Committee discussed the budget, noting that prices are currently rising higher than inflation due to Covid-19 therefore the rise maybe higher than inflation with regards budget. Chair of Town Environment stated that a working group had been set up to look at the budget needs and this would be fed back to the Governance and Finance committee. The Budget needs to be finalised by Governance and Finance in December to go to Full Council in January

**Committee decided that all Committee members would be in the working party  
Chair proposed an informal meeting with Acting Clerk, Accounts Assistant and representatives from the Town Environment Committee in the next 2 weeks**

**MS  
Clerk  
Acc Ass**

10. **To accept the quote for emergency repairs to skatepark, using S106 reserves previously allocated to the skatepark-** previously circulated Committee discussed the works

**Proposal to accept the single tender proposal from NSDC as none others were forthcoming**

**Proposed Cllr Roberts**

**Seconded Cllr Harris**

**AGREED**

**Unanimously**

11. **Date of next meeting.** – 21 December 2020

12. **Items for Discussion at next meeting-** Insurance, Assets Register, delegation of responsibility (for Full Council)

**To resolve on whether the Council will move into closed session in accordance with the Public Bodies (admission to meetings) Act 1960 as amended by Section 100 of the Local Government Act 1972 for the following confidential item**

13. **Financial matters relating to the Market** - Previously circulated  
Committee discussed the matter and agreed action to take

**I declare that the above is a true report of the meeting**

**Signed**

**Date**

**Chair  
Governance and Finance Committee  
Southwell Town Council**