

The Old Courthouse
Burgage
Southwell
Nottinghamshire
NG25 0EP

Notice of Meeting: GOVERNANCE & FINANCE COMMITTEE

Date and Time: Monday 26th April 2021 19.00 Venue: Remote video link via Zoom

Present: Cllrs Stott (Chair), Martin (Vice-Chair), Blaney, Brock, P Harris, Perry,

Rainbow, Roberts, Thompstone

In Attendance: Clerk and Deputy Clerk

1. 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).

2. Apologies for absence

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

None

5. To approve previous minutes Monday 15th February 2021 19.00

Proposed – Cllr Martin Seconded – Cllr Perry Minutes approved.

5.1 Matters Arising – for information only.

5.1/6.2 CCTV – The Deputy Clerk has sent an email to NSDC finance requesting information concerning the overcharge on the invoice. Awaiting response.

- 6.5 Rent negotiation all agreed and paid.
- 7.1 Draft Procurement Policy agreed at Full Council.
- 7.2 Term Contract for Electrical Works sent out to three contractors for quotes. Term 3 years.
- 7.3 Scheme of Delegation agreed at Full Council.

All other actions are on agenda for discussion.

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Lesley Wright Clerk to the Town Council

6. Finance matters

6.1 Draft Income & Expenditure Summary

The deficit for the year end is £5,655 – all COVID related costs and loss of income. The deficit will be taken from general reserves.

6.2 Reserves Position to end March 2021.

A further £39k CiL (Community Infrastructure Levy) monies have been received since the year end.

The reserves are held in an account with CCLA (Churches, Charities and Local Government) Investment Management Limited.

6.3 Internal Audit Report

The Internal Auditors made recommendations which are already being reviewed and updated. One outstanding item is a resilience policy.

Report on progress on internal audit recommendations to November meeting.

6.4 Car Park Cash Collection Proposal

After a discussion it was agreed to proceed with the collection service for a year with the potential to have extra/additional collection times during events and busy times.

Clerk to investigate the possibility of changing machines to take card payments.

Approved unanimously subject to caveats agreed.

7. Review of Fees & Charges

Charges have been increased using the RPI (Retail Price Index) and rounded accordingly.

After a discussion it was agreed to: -

- add the charge for annual resident parking permits.
- delete Pitch Hire Subsidised Rate
 Proposed Cllr Blaney Seconded Cllr Brock
 Approved

• draft a policy concerning the use of Commercial Events of Parks to take to Town Environment Committee.

In the interim remove all rates for Commercial Events of Parks and replace with "to be negotiated"

Proposed – Cllr Roberts Seconded – Cllr Thompstone Approved

- suitability of photocopying charges to be discussed at Climate Change Working Group.
- charge political parties the commercial rates when using the Courthouse and Market. Charity rates only apply to registered charities.
- delete "per square metre" from Regular Market charges
- wait until market report is received before removing 'Extension' from Regular Markets
 Agreed

Clerk/Deputy Clerk

ACTION

Clerk/Deputy Clerk

Deputy Clerk

Clerk

P Harris/Clerk

KR

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8. Update on policies under review

- 8.1 Asset Management Policy Cllr Stott

 After a discussion it was agreed to add numbers to bullet points, remove paragraph 4 and renumber accordingly.
- 8.2 Terms of Reference for all committees, Town Council Meetings, Virtual Meeting Protocol (5.2, 5.3, 5.4) and amalgamate. Code of Conduct (5.5) Cllr K Roberts

 Terms of Reference for Planning & Highways Committee are prepared awaiting ratification. All other Terms of Reference are complete.
- 8.3 Flood Mitigation Reserves Policy (B4) Cllr Martin
 After a discussion it was agreed to add the word 'capital' to
 paragraph one, delete paragraph two, change the word
 'should' to 'if' at the start of paragraph three.
 Approved
- 8.4 Town Environment Section 7 Cllr Harris
 Policies to go to Town Environment Committee
- 8.5 Investment Funds Policy (B1) Cllr Stott

 After a discussion it was agreed to replace 'two councillors' with Chair and Vice Chair in paragraph 6.
- Risk Assessment Policy (9) Cllr Stott
 Councillors to review risk register and discuss at next meeting.
 Risk Management Policy section 4 needs clarification. Cllrs
 Stott and Martin to review policy for June meeting.
- 8.7 Section 4, Register of Members Interests (5.6), Chair's
 Acceptance Form and Code of Conduct (5.7), Health & Safety
 Policy (8) Office
 Mainly standard forms that will be reviewed for Annual Town

Council Meeting. Health & Safety Policy still outstanding.
Agenda item June meeting.

- 8.8 Complaints Procedure Cllr Rainbow
 In progress. Current policy is from 2008. Agenda item June meeting.
- 8.9 CiL Policy (B3) Cllr Blaney

 After a discussion it was agreed to change the last sentence to say; "use of funds will need to be considered further [...]"
- 8.10 S137 Policy
 After a discussion it was agreed to delete from "The maximum amount [...] for the year."
 Delete 'or' from paragraph 2.

Renumber the bullet points.

9. Review of Insurance

The level of cover has been reviewed with the insurance company and we are covered accordingly. Cllrs Stott, Martin and P Harris to review the insurance documents. Agenda item June meeting.

10. Date of next meeting – 28 June 2021

ACTION
Deputy Clerk to amend & circulate.

Clerk

Deputy Clerk to amend & circulate.

PH Deputy Clerk to amend & circulate.

MS/DM

Clerk/Deputy Clerk

PR/Clerk

Deputy Clerk to amend & circulate.

Deputy Clerk to amend & circulate for approval.

Deputy Clerk to circulate documents.

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11. Items for Discussion at next meeting Register of policies with review date.

Meeting closed 2030hrs

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