

**Minutes of meeting: GOVERNANCE & FINANCE COMMITTEE**

**Date and Time:** Monday 25<sup>th</sup> October 2021 19.00

**Venue:** The Old Courthouse

**Present:** Cllrs Stott (Chair), Martin (Vice-Chair), Brock, P Harris, Rainbow, Thompstone

**Apologies:** Cllr Blaney, Lightwood

**GF21/10/25 Apologies for absence**

Reasons were approved.

**GF21/10/26 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

**GF21/10/27 To receive any declarations of interest**

*Members are hereby reminded of sections 26-34 and Schedule 4 of the Localism Act 2011.*

NONE

**GF21/10/28 Chairperson's Announcements**

NONE

**GF21/10/29 To approve previous minutes from Monday 23<sup>rd</sup> August 2021**

Proposed: Cllr Martin      Seconded: Cllr Brock

Approved unanimously

**29.1 Matters Arising – for information only**

Car Park Machines – Upgrading all to take card payments

On hold.

Draft policies on website

Ongoing

Foraging Walks

**Deputy Clerk to follow up**

Insurance Review

Fiskerton Rd lease is a repairing lease.

**Deputy Clerk to arrange valuations of War Memorial and Market Store for next meeting.**

Renovations to Squires and Cludd Ponds

Cllrs Stott, Roberts and the Clerk recently met with a local businessman who has offered to help with the works.

Market Canopies

All paperwork has been sent to NSDC and the preferred supplier has been informed and will be bringing a canopy this week to try on a stall.

29.2 Policies & Procedures update

After a discussion it was agreed for –

- Deputy Clerk to circulate policies 6,7,8,9,11 on the list provided. Councillors to send comments by 14<sup>th</sup> November.
- All draft and approved policies to be put on the website – clearly marked
- Policies should be reviewed at least within the term of a council.
- Full Council to approve all policies

**GF21/10/30 Finance matters**

30.1 Summary/Overview of Southwell Town Council accounts and reserves position September 2021

Humberstone Road and Dudley Doy reserves need adjusting to cover staff time for maintenance costs including grass cutting and the seating area.

Proposed: Cllr Martin Seconded: Cllr Brock

Accounts and reserves approved unanimously

30.2 Proposal that all projects are fully costed, budget and cost centre identified. Projects beyond the agreed budget need to be approved by Full Council [ie where additional money is from a different budget or capital reserve

Approved unanimously

**GF21/10/31 Decision on the appointment of the internal Auditor 21/22**

The Internal Auditor has agreed to audit the accounts this year at the same cost as last year.

Approved unanimously

**GF21/10/32 Budget Preparation 2022/23** – proposal to establish a Working Party

Cllrs Stott, Martin and Blaney were approved. First meeting Thursday 11<sup>th</sup> November at 1.30pm at the Courthouse.

**GF21/10/33 Date of next meeting – 20 December 2021** – noted

**GF21/10/34 Items for Discussion at next meeting**

None

Meeting closed 1945hrs

**Signed:**

**Dated:**