

Minutes of Meeting: GOVERNANCE & FINANCE COMMITTEE

Date and Time: Wednesday 10th August 2022 1900hrs

Venue: The Old Courthouse

Present: - Cllrs P Harris (Chair), Blaney, Brock, Rainbow. Deputy Clerk

Apologies: - Cllrs Roberts, Thompstone

GF22/08/11 Apologies for absence

GF22/08/12 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)
No questions asked or presented.

GF22/08/13 To receive any declarations of interest
Members are hereby reminded of sections 26-34 and Schedule 4 of the Localism Act 2011.
None

GF22/08/14 Chairperson's Announcements
None

GF22/08/15 To approve minutes of previous meeting
15.1 Governance & Finance Monday 25th April 2022 – previously circulated
Minutes to be taken to Full Council for approval.
15.2 Matters Arising – for information only.
Records to be taken to Nottinghamshire Archives – in progress

GF22/08/16 Finance matters
16.1 Internal Audit Report – previously circulated
i. Appointment of KG Enterprises as Internal Auditor for 2022.23. Audits to take place in October and March
Internal audit report and recommendations discussed. Salaries now countersigned by the Clerk. Emergency Plan (to include both Civic and Business Emergency Plans) currently in progress.
It was agreed to have two internal audit visits annually.
16.2 CIL Funds – previously circulated
It was agreed to convene a meeting of the CIL Working Group within the next four weeks. (Members – Cllrs P Harris (convener), Blaney, Martin, Roberts, Thompstone)
16.3 Review of Fees & Charges – previously circulated
i. Market Fees – previously circulated
It was agreed to keep the current fees until 1st April 2023 and to include a fee for linear foot/metre for own stalls.
Deputy Clerk to check electricity usage costs and report back to next meeting.
ii. Court House Room Hire – previously circulated

The proposed Room Hire Policy was approved and adopted.

- 16.4 Review Income/Expenditure & Reserves
- i. General Reserves
Cllr P Harris and Deputy Clerk to review expenditure in detail.
Deputy Clerk to check possibility of using CIL monies for general reserve/slush fund and the definition of General Reserves and bring back to next meeting.
- 16.5 Bills for Payment – previously circulated
- 16.6 Late Bills for Payment – to be circulated
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|----------------------|-------------|----------|------------|
| Proposed | Cllr Harris | Seconded | Cllr Brock |
| Approved unanimously | | | |

GF22/08/17 Approval of Policies

Section 4

GDPR

Data Management & Audit Policy

Model Publication Scheme

Transparency Policy

Computer Back Up Procedure

All policies, with minor amendments approved and adopted. Approved policies to be put on website.

Section 7

Asset Management

Amendment to the Disposal Section as follows: -

Clerk, with a letter to the Chair, to authorise disposals up to £250.

Governance & Finance Committee to authorise disposals between £251 - £1,000.

Full Council authorise all disposals over £1,000.

Policy, with amendments approved and adopted.

GF22/08/18 Date of next meeting – 12th October 2022

Noted

GF22/08/19 Items for Discussion at next meeting

- CiL Monies
- Pay by Phone
- Market Electric
- Precept Setting

Meeting ended – 1950hrs