

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

Date and Time: **Wednesday 8th February 2023 1900hrs**

Venue: **The Old Courthouse**

Present: Cllrs P Harris (Chair), Thompstone (Vice Chair), Blaney, Brock, L Harris, Martin, Rainbow, Roberts. Deputy Clerk

GF22/02/41 Apologies for absence

NONE

GF22/02/42 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

GF22/02/43 To receive any declarations of interest

Members are hereby reminded of sections 26-34 and Schedule 4 of the Localism Act 2002.

NONE

GF22/02/44 Chairperson's Announcements

N&SDC are giving the Town Council a grant of £750 towards the Coronation Celebrations. £500 contribution to the band at the Minster, £80 contribution towards this year's yarn bombing and £170 for flags and bunting.

GF22/02/45 To approve minutes of previous meeting

45.1 Governance & Finance Wednesday 14th December 2022 – previously circulated

Proposed: Cllr Martin

Seconded: Cllr P Harris

Approved unanimously

45.2 Matters Arising – for information only.

NONE

GF22/02/46 Finance matters

46.1 Finance Position to end January, reserves to end January – previously circulated

46.2 Projected Out Turn 2022.23 – previously circulated

The spreadsheets were reviewed and accepted.

Discussions took place concerning the income from car park permits – **Deputy Clerk to check and chase up outstanding payments.**

GF22/02/47

Grants

- 47.1 Grants Received 2022.23 – all from N&SDC
- £9,999 Welcome Back Fund towards Market Covers
 - £5,000 Community Grant Fund towards watering system
 - £750 towards Platinum Jubilee Celebrations

Noted

- 47.2 Grants to be applied for
To be discussed at Full Council?

- 47.3 Grant Application Process – previously circulated
After a discussion, it was agreed to design a similar flow chart for Grants/Donations Awarded by the Town Council.
It was also agreed to include in the Report to G&F Committee the following:
- Time taken to apply for grants; and
 - How much was requested and how much was successful.
- Cllr P Harris to make amendments.

Proposed: Cllr Blaney Seconded: Cllr Martin
Approved unanimously

GF22/02/48

Ordering Process – previously circulated

After a discussion, it was agreed that the process could be shortened in times of emergency when the Scheme of Delegation would be used.

Proposed: Cllr Blaney Seconded: Cllr Martin
Approved unanimously

GF22/02/49

Markets

- 49.1 Fees & Charges

Agreed new charges are to come into effect from 1st April 2023. This is deferred from April 2022. New stallholders will still be offered the following – pay for two weeks, then get two weeks free. Charities will be offered a free stall once per year.

Cllr L Harris to speak to stallholders.

- 49.2 Fish Stall

A quote has been received for the alterations to the fish stall. It was agreed to take to Full Council for approval of use of Market Reserves.

Proposed: Cllr P Harris Seconded: Cllr L Harris
Approved unanimously

GF22/02/50

Policies

- 50.1 Complaints Procedure – previously circulated

- 50.2 Health & Safety Policy – previously circulated

- 50.3 Vexatious & Abusive Complaints Policy – previously circulated

HR Committee have considered the above policies and recommend for adoption.

After a discussion it was agreed to

- add a paragraph at the start of the Complaints Procedure for clarity concerning vexatious complaints.
- refer to HR Committee to consider the protection of staff and councillors from abuse

Proposed: Cllr P Harris Seconded: Cllr Blaney
Approved 7 for, 1 against

GF22/02/51

Car Parks

- 51.1 Cost of Replacement Machines/Maintenance – previously circulated
Enquiries have been made with NSDC concerning the car park meters. They still have a fairly good lifespan.

The Car Park Reserve account could be used for any costs relating to the relining of the car parks – subject to approval by Full Council.

The EV chargers are due to go live this week. A discussion took place concerning the signage and necessity for clarity regarding number of electric only spaces.

Cllrs Blaney and P Harris are chasing N&SDC about the signage.

GF22/02/52 **Date of next meeting – 12th April 2022**

Noted

GF22/02/53 **Items for Discussion at next meeting**

Layout of Church Street car park/Interchangeable permit with King Street Car Park

Meeting closed 2006hrs