

**Dear Councillor**

You are summoned to attend this meeting, the agenda for which is set out below.

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

**Date and Time: Wednesday 9 August 2023 1900hrs**

**Venue: The Old Courthouse**

Press and members of the public are welcome to attend in person.

## **Agenda**

**GF23/08/11 Apologies for absence**

**GF23/08/12 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)

**GF23/08/13 To receive any declarations of interest.**  
*Members are hereby reminded of sections 26-34 and Schedule 4 of the Localism Act 2002.*

**GF23/08/14 Chairperson's Announcements**

**GF23/08/15 To approve minutes of previous meeting.**  
15.1 Governance & Finance Wednesday 12 April & 23 June 2023 – previously circulated  
15.2 Matters Arising – for information only.

**GF23/08/16 Finance matters**  
16.1 Review of Quarter 1 Income & Expenditure – previously circulated  
16.2 Review of reserves to end June – previously circulated.  
16.3 Bills for Payment - previously circulated  
16.4 Late Bills for Payment – to be circulated.

**GF23/08/17 Proposal to identify funding for Land Purchase – previously circulated.**

**GF23/08/18 Market Square Lamp post replacement-** to be discussed

**GF23/08/19 To approve Terms of Reference – previously circulated**

**GF23/08/20 To agree a timetable for the Risk Assessment Panel Meetings**

**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 items. -**

**20.1 Review of costings** – previously circulated

**20.2 Appointment of Internal Auditor** – previously circulated

**GF23/08/21 Date of next meeting – 11 October 2023**

**GF23/08/22 Items for Discussion at next meeting**

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

**Date and Time: Wednesday 12<sup>th</sup> April 2023 1900hrs**

**Venue: The Old Courthouse**

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

Apologies: Cllr Thompstone

**GF22/04/54 Apologies for absence**

Reasons were approved unanimously.

**GF22/02/55 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 members of the public in attendance

**GF22/04/56 To receive any declarations of interest.**

*Members are hereby reminded of sections 26-34 and Schedule 4 of the Localism Act 2002.*  
NONE

**GF22/04/57 Chairperson's Announcements**

NONE

**GF22/04/58 To approve minutes of previous meeting.**

58.1 Governance & Finance Wednesday 8<sup>th</sup> February 2023 – previously circulated  
Proposed: Cllr P Harris                      Seconded: Cllr L Harris  
Approved and signed.

58.2 Matters Arising – for information only.  
NONE

**GF22/04/59 Finance matters**

59.1 Finance Position to end March (draft), reserves to end March – previously circulated.  
Updated spreadsheets to be circulated to Full Council.  
The Emergency Reserves figure will reduce by the overspend figure after year end closedown is complete. Scheduled for 15<sup>th</sup> May 2023.  
Cllr P Harris to prepare a paper for Full Council explaining the extraordinary items of expenditure that have resulted in this year's overspend.

**GF22/04/60 Grants**

60.1 Grant Application Process

60.2 Aid Strategy – previously circulated

Grant agenda items discussed together.

After a discussion, it was agreed to add a box stating, 'Refer to Full Council to agree resource allocation.' When agreed, funds could/would be vired between codes.

The meeting was advised that it is a requirement to show grants on a separate line in the accounts for easy identification.

The proposals change the current grant application process so need to go to Full Council for approval.

Papers to be circulated to all councillors with next Full Council agenda.

Cllr P Harris to make amendments to Grant Application Process, as agreed.

**GF22/04/61 Car Parks**

61.1 Car Park Charges

Car Park Charges Working Group Notes to be circulated with Full Council agenda.

All proposals were approved – to go to Full Council.

Amendments to current charging to go to N&SDC in June to be included in Car Parking Order.

Agreed unanimously.

**GF22/04/62 To resolve on whether the Council will move into closed session in accordance with the Public Bodies (admission to meetings) Act 1970 as amended by Section 100 of the Local Government Act 1972 for the following confidential items:**

Proposed: Cllr P Harris                      Seconded: Cllr L Harris

Agreed unanimously.

62.1 Skate Park

To go to Full Council for discussion in closed session.

**GF22/04/63 Date of next meeting – to be agreed**

**GF22/04/64 Items for Discussion at next meeting**

- Funding application for fencing at Scout Hut

Meeting closed 1945hrs

Signed  
Chair of Governance & Finance

Date

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

Date and Time: **Wednesday 14 June 2023 1900hrs**

Venue: **The Old Courthouse**

Present: Cllrs Blaney (Chair), Brock, Barron & Brooker

In Attendance Clerk to the Council

**GF23/06/01 Apologies for absence**

Cllrs P Harris, L Harris & P Rainbow  
Reasons were approved unanimously.

**GF23/06/02 Questions from members of the public.** None

**GF23/06/03 To receive any declarations of interest.**

*Members are hereby reminded of sections 26-34 and Schedule 4 of the Localism Act 2002.*  
- None

**GF23/06/04 Chairperson's Announcements** – The 2 CCTV invoices for the Town are higher than budgeted, the Clerk to contact NSDC regarding the amounts.

**GF23/06/05 To approve minutes of previous meeting.**

- 5.1 Governance & Finance Wednesday 12 April 2023 deferred to next meeting.
- 5.2 Matters Arising – for information only.

**GF23/06/06 Finance matters**

- 6.1 Brief overview of Finance reports – noted.
- 6.2 Income & Expenditure to end April, reserves to end April – the General reserves has further decreased but the repayment of the remaining Neighbourhood Plan Grant for 22-23
- 6.3 Internal Auditors Report- noted.
- 6.4 Year-end reports - noted.
- 6.5 Renewal of 3-year insurance with Zurich for £3631.51 – Clerk to check the T & C's

**GF23/06/07 Grants**

- 7.1 Request from Full Council for monetary limits on the Grant Aid Strategy  
To add the words normally and financially with a limit of £500 for Town Environment  
**Agreed unanimously.**
- 7.2 Allocation of funds for £500 to GTSF as approved at Full Council – deferred to Full Council
- 7.3 Request from Full Council to consider funding application from Southwell Scouts for £600-  
deferred to explore alternative sources of funding.

**GF23/06/08 Car Parks**

- 8.1 Car Park Charges –  
For Bramley Car Park pass to remain at £370.00 per year  
**Agreed unanimously.**

GF23/06/09 Date of next meeting – 9 August 2023

GF23/06/10 Items for Discussion at next meeting –  
Terms of Reference, Minutes of April Meeting

Meeting Closed 19.50

Signed

Chair of Governance and Finance

Date

Agenda item 16.1 Quarter 1 Expenditure to Date

Detailed Income & Expenditure by Budget Heading 30/06/2023

Cost Centre Report

	Actual Year	After Resereves Transfer	Current Annual Budget	Funds Available	Profile % Income/Sp end	% Spent	Notes
<b>Income</b>							
101 Administration							
<b>1176 Precept</b>	<b>129,187</b>	<b>129,187</b>	<b>258,374</b>		<b>50%</b>	<b>50.00%</b>	
<b>1196 Interest</b>	<b>3,623</b>	<b>3,623</b>	<b>6,000</b>		<b>25%</b>	<b>60.38%</b>	
<b>Expenditure</b>							
1108 Training	447	447	1,000	553	25%	44.70%	
1121 Telephone	373	373	1,600	1,227	25%	23.31%	
1123 Stationery	106	106	700	594	25%	15.14%	
1124 Subscriptions	1,830	1,830	1,500	-330	100%	122.00%	
1125 Insurance	4,165	4,165	4,200	35	100%	99.17%	
1141 Copier Hire & Charges	0	0	600	600		0.00%	
1151 Bank Charges	128	128	585	457	25%	21.88%	
1157 Legal Fees	1140	1,140	1,939	799	75%	58.79%	
1158 Committee Support	49	49	1,500	1,451	25%	3.27%	
1161 IT Support	678	678	1,500	822	25%	45.20%	Additional support
1164 S137	0	0	1	1		0.00%	
<b>102 Staff Costs</b>							
1201 Clerk	12,743	12,743	47,614	34,871	25%	26.76%	
1202 Deputy Clerk	3,824	3,824	31,216	27,392	25%	12.25%	
1203 Project Manager	10,068	5,568	20,498	14,930	25%	27.16%	
1204 Community Groundsman 1	4,805	4,805	28,719	23,914	25%	16.73%	
1205 Community Groundsman 2	7,478	6,899	28,719	21,820	25%	24.02%	
1207 Community Groundsman 3	6,971	6,392	21,223	14,831	25%	30.12%	
1208 Community Groundsman4	1,684	1,684	0	-1,684	25%		
1209 Fixed Pension Payment	805	805	2,829	2,024	25%	28.46%	
1210 Admin Assistant	2,634	2,634	16,957	14,323	25%	15.53%	
1211 Market Operator	2,464	2,464	7,225	4,761	25%	34.10%	Extra staff to cover sickness
<b>103 Town Centre</b>							
<b>1384 Income from the Burgage</b>	<b>0</b>	<b>0</b>	<b>1,500</b>			<b>0.00%</b>	
<b>1385 Recycling Income</b>	<b>707</b>	<b>707</b>	<b>2,500</b>		<b>25%</b>	<b>28.28%</b>	
<b>1391 Lengthsmans Grant</b>	<b>0</b>	<b>0</b>	<b>1,200</b>			<b>0.00%</b>	
<b>1392 Car Park Lease</b>	<b>0</b>	<b>0</b>	<b>250</b>			<b>0.00%</b>	
1338 Seats	0	0	1,000	1,000		0.00%	
1339 Christmas Trees	21	21	1,500	1,479		1.40%	
1348 Baskets & Planters	1,975	1,975	2,600	625	100%	75.96%	
1372 CCTV	0	0	2,017	2,017		0.00%	
1373 Dog Bins & Litter Picking	0	0	5,970	5,970	0%	0.00%	
1375 Lighting/Utilites Public Areas	134	134	1,350	1,216	25%	9.93%	

	Actual Year To Date	After Reserve	Current Annual Budget	Funds Available	Profile %	In % Spent	Notes
104 Parks & Open Spaces							
<b>1483 Pitch Hire</b>	<b>0</b>	<b>0</b>	<b>8,000</b>			<b>0.00%</b>	
<b>1487 Ground Rents</b>	<b>0</b>	<b>0</b>	<b>575</b>			<b>0.00%</b>	
1413 Workshop Rates	996	996	948	-48	100%	105.06%	
1414 Workshop Utilities	-137	-137	1,050	1,187	25%	-13.05%	
1415 Groundstaff Mobiles	163	163	1,180	1,017	25%	13.81%	
1436 Tools,Maintenance & Equip	325	325	0	-325	25%		
1439 Horticultural Materials	378	378	2,000	1,622	25%	18.90%	
1440 Rewilding & Signage	0	0	1,000	1,000	25%	0.00%	
1441 Minor Works	2,427	1,282	3,400	2,118	25%	37.71%	
1443 Equipment Maintenance	6,797	2,589	3,000	411	25%	86.30%	
1444 Fuel	685	685	2,000	1,315	25%	34.25%	
1446 Statutory Inspections	0	0	300	300	25%	0.00%	
1450 Refuse Charges	1,132	1,132	2,000	868	100%	56.60%	
1451 Contractor Mowing	0	0	875	875	0%	0.00%	
1453 Contractor (Minster & Harvey	0	0	750	750	0%	0.00%	
1456 Tree Maintenance	14,852	3,325	6,000	2,675	0%	55.42%	
106 Church Street Toilets							
1610 Legionella Contract	992	992	900	-92	100%	110.22%	
1612 Water & Sewerage	104	104	1,475	1,371	25%	7.05%	
1614 Electricity	0	0	600	600	25%	0.00%	
1616 Cleaning Materials	1,054	1,054	1,900	846	25%	55.47%	
1638 Contract Cleaning	2,788	2,788	5,500	2,712	25%	50.69%	Additional cleaning required
1639 Repairs & Maintenance	0	0	500	500		0.00%	
To Date							
107 Markets							
<b>1720 Saturday Tolls</b>	<b>4,583</b>	<b>4,583</b>	<b>20,000</b>		<b>25%</b>	<b>22.92%</b>	
<b>1721 Thursday Tolls</b>	<b>845</b>	<b>845</b>	<b>3,500</b>		<b>25%</b>	<b>24.14%</b>	
<b>1723 Specialist Markets</b>	<b>10</b>	<b>10</b>	<b>3,250</b>			<b>0.31%</b>	No markets to date
1701 Waste Disposal SLA	3,303	3,303	3,300	-3	100%	100.09%	
1706 Electricity	162	162	415	253	25%	39.04%	
1707 Water	170	170	460	290	25%	36.96%	
1708 Rates	1,397	1,397	2,919	1,522	100%	47.86%	
1709 Repairs and Maintenance	0	0	825	825		0.00%	



	Actual Year	After Resereves Transfer	Current Annual Budget	Funds Available	Profile % Income/Sp end	% Spent	Notes
108 Car Parks							
<b>1820 Ticket Machine Sales Ch St</b>	<b>5,469</b>	<b>5,469</b>	<b>19,000</b>		<b>25%</b>	<b>28.78%</b>	
<b>1821 Ticket Machine Sales</b>	<b>1,031</b>	<b>1,031</b>	<b>3,500</b>		<b>25%</b>	<b>29.46%</b>	
<b>1823 King Street Permits</b>	<b>108</b>	<b>108</b>	<b>2,300</b>			<b>4.70%</b>	
<b>1824 Ticket Machine Sales(Bram/L</b>	<b>776</b>	<b>776</b>	<b>2,500</b>		<b>25%</b>	<b>31.04%</b>	
<b>1855 Church Street Permits</b>	<b>0</b>	<b>0</b>	<b>400</b>			<b>0.00%</b>	
		0		0			
1804 Metric Machine Manintenc	672	672	2,250	1,578	25%	29.87%	
							Under
1805 CCTV SLA	7,435	7,435	5,796	-1,639		128.28%	investigation
1807 Repairs and Maintenance	-43	-43	250	293		-17.20%	
1809 Electricity	457	457	600	143	25%	76.17%	
1810 Rates	7,335	7,335	8,733	1,398	100%	83.99%	
1811 Sewerage and Water Costs	818	818	3,000	2,182	25%	27.27%	
1812 Costs of Tickets	696	696	500	-196	25%	139.20%	No advertising
1814 Collection Charges	1,173	1,173	1,325	152	25%	88.53%	Under investigation
109 The Old Courthouse							
<b>1977 Room Hire</b>	<b>211</b>	<b>211</b>	<b>2,000</b>		<b>25%</b>	<b>10.55%</b>	
<b>1978 Rent from Police</b>	<b>0</b>	<b>0</b>	<b>1,800</b>			<b>0.00%</b>	
<b>1979 Courthouse Chambers</b>	<b>0</b>	<b>0</b>	<b>12,000</b>			<b>0.00%</b>	
1901 Rates	8,644	8,644	10,859	2,215	100%	79.60%	
1902 Gas, Electricity & Refuse	2892	2,892	9,000	6,108	25%	32.13%	
1903 Water	797	797	2,000	1,203	25%	39.85%	
1904 Statutory Inspections	0	0	1,750	1,750		0.00%	
1905 Maintenance	2,718	48	3,000	2,952	25%	1.60%	
1906 Cleaning	589	589	2,000	1,411	25%	29.45%	
1907 Public Works Loan Board	0	0	9,162	9,162		0.00%	
1908 Sundry Office Costs	993	429	800	371	25%	53.63%	
110 Tourism & Communications							
<b>2021 Event Grant Aid</b>	<b>2,000</b>	<b>2,000</b>	<b>500</b>			<b>400.00%</b>	
<b>2022 Event Income</b>	<b>0</b>		<b>1,500</b>			<b>0.00%</b>	
2001 Tourist Information Cntr Rent	0	0	1,000	1,000		0.00%	
2002 Communications	1,817	1,817	5,000	3,183	25%	36.34%	
2007 Town Events	565	565	1,900	1,335		29.74%	

**Reserves in 2023/24**

	GENERAL RESERVES								RESTRICTED RESERVES			TOTALS	
	OTHER SERVICES				DEVOLVED SERVICES								
	Emergency Reserve	COMMITTED RESERVES			Markets Reserve	Open Spaces Reserve (incl Norwood Gns)		Toilets Reserve	Car Park Reserves	Infrastructure (CIL) Reserves	Devolution Dudley Doy Reserve		Devolution Adams Row Reserve
Election Reserve		Maintenance Reserve	Flood Mitigation Reserve	332		321/322	333					316	
<b>Reserves at 1st June 2023</b>	£ 21,497.00	£ 6,000.56	£ 12,226.14	£ 120,052.68	£ 13,208.98	£ 17,295.07	£ 3,700.00	£ 1,572.56	£ 150,376.02	£ 4,500.00	£ 756.00	£ 26,365.60	£ 377,550.61
Project Staff costs									-£ 4,500.00				
Groundstaff costs												-£ 1,158.00	
Decorating - The Old Courthouse									-£ 2,670.00				
Play Equipment Repair													
Tree Works									-£ 11,527.00				
Community Arts Project									-£ 564.00				
<b>Reserves at 1st July 2023</b>	£ 21,497.00	£ 6,000.56	£ 12,226.14	£ 120,052.68	£ 13,208.98	£ 16,150.07	£ 3,700.00	£ 1,572.56	£ 131,115.02	£ 4,500.00	£ 756.00	£ 25,207.60	£ 355,986.61
<u>Committed Reserves</u>													
Norwood Gardens													-£ 906.05
Skatepark									-£ 30,468.00				-£ 30,468.00
Squires & Cludd Pond									-£ 14,650.00				-£ 14,650.00
Electric Works - The Old Courthouse									-£ 1,100.00				-£ 1,100.00
Decorating - The Old Courthouse													£ -
Community Arts Project									-£ 500.00				-£ 500.00
Project Staff costs									-£ 12,500.00				-£ 12,500.00
Groundstaff costs												-£ 4,635.00	-£ 4,635.00
Tree Works									-£ 3,685.00				-£ 3,685.00
Christmas Trees/Lights									-£ 14,780.34				-£ 14,780.34
Bike Racks													£ -
Allocated Project Reserve									-£ 47,718.00				-£ 47,718.00
<b>Total Committed Reserves</b>	£ -	£ -	£ -	£ -	£ -	-£ 906.05	£ -	£ -	-£ 125,401.34	£ -	£ -	-£ 4,635.00	-£ 130,942.39
<b>Remaining Reserves</b>	£ 21,497.00	£ 6,000.56	£ 12,226.14	£ 120,052.68	£ 13,208.98	£ 15,244.02	£ 3,700.00	£ 1,572.56	£ 5,713.68	£ 4,500.00	£ 756.00	£ 20,572.60	£ 225,044.22

<b>CASH POSITION BEFORE ANY PAYMENTS ARE MADE</b>				£	
CCLA Deposit Account					£305,000.00
NatWest Current Account					£20,395.34
Natwest Direct Saver					£41,333.43
Natwest Car Park Account					£13,389.54

  

Ref No	Supplier A/c Name	Analysis Description	Amount	VAT	Invoice Total
	STC	Net Pay			
	STC	HMRC			
	STC	Pension			
3751	OPUS ENERGY	Unmetered supply 2 King St Car	110.69	5.53	116.22
3752	ALISON WHITMORE	laptop stand	16.99	0	16.99
3753	SECURITY PLUS	collections	124.32	24.88	149.2
3754	BRAMLEY PUBLICATIONS	Town Guide full page	260	52	312
3755	BRAMLEY PUBLICATIONS	Town Guide quarter page	94	18.8	112.8
3756	NALC	training Jeremy Berridge	40	0	40
3757	IVAN VENKOV	No Name Drain Spring	9.97	0	9.97
3758	T M CLEANING	July Courthouse	156	0	156
3759	ULTIMATE PRINT	Garden party Banner	58	11.6	69.6
3760	FARMSTAR	mower parts	409.13	81.82	490.95
3761	HD BAND	Southwell community fun day	450	0	450
3762	PAPERWORK	car park tickets	351	70.2	421.2
3763	T M CLEANING	June Cleaning OCH	195	0	195
3764	JOKER	Stilt Man C Fun Day	270	54	324
3765	SCREW FIX	Padlock etc chipper	59.33	11.86	71.19
3743	Screwfix	bin bag hoop	£37.48	£9.37	£ 46.85
3744	Screwfix	Gloves/coveralls/safety specs	58.96	11.79	£ 70.75
3745	Screwfix	Bits/wall plugs/shank	59.45	11.89	£ 71.34
<b>Total</b>			£ 2,760.32	£ 363.74	£ 3,124.06
Signature 1				Date	
Signature 2				Date	

## Agenda item

### Purchase of Badgers' Field Southwell

Following the in-principle decision to purchase the STC due diligence cannot be completed in by this G&F Committee meeting, so this paper provides further detail and information.

#### The Town Council agreed

- to offer to purchase Badgers' Field for the benefit of the town and its residents and to seek to procure a long term mortgage from the Public Works Loan Board for the purchase sum [redacted until offer agreed] plus an additional £10,000 for incidental expenses to support the purchase and immediate works to secure the site.
- to instruct solicitors and use the time to proceed with all necessary due diligence to identify which of the identified uses are feasible in order to identify and implement the most feasible uses as soon as possible.
- to refer the matter back to full Council for a final decision after enquiries have been made before entering into a binding contract for purchase.
- that a Working Group instigate due diligence enquiries upon acceptance of this proposal to include EA, N&SDC, trees and wildlife. The members of this WP were not noted.

The land has not been grazed for some decades, and is poor pasture meadow land. Part of this land was previously a badger sett but there is no evidence of a sett in use now. An incomplete fence surrounds the site, but there is access to the field from the Council's land to the north onto the Memorial Drive. An offer has been made to support the town in identifying species in the field and the development of a management plan to ensure that bio-diversity is maintained and improved.

#### Capital costs

- Purchase offer agreed
- The Clerk and Chair have estimated immediate costs [legal costs, fencing repair and gating, plus minimal initial environment landscaping [c40 hours of staff time in the first year] and possible environment investigation work]
- Investigations for a PWLB loan have been started [the DLULG has to give approval for any capital borrowing and this has been sought]
- The current PWLB loan, of £9160 pa paid by the Town Council, falls out in Dec 2024. A new loan [at current rates] would be significantly less than this.

#### Potential use

Whilst there have been suggestions for the use of some of this land as a burial ground - immediately adjacent to the closed Minster yard, however investigations have suggested that this may not be possible. Proposals for a memorial style garden that could be accommodated within the southern part of this field - about 0.3 acres - have been made. The Environment Agency have indicated that there are no environmental or planning objections to the scattering of ashes - but small rectangular engraved stone memorials [set into the ground so that mowing can take place, with wording to be standard as agreed by the Council] may require permission from the Planning Authority.

## Proposal

- to identify sources of the capital money [including the short term use of the Flood Alleviation capital contribution until that time as the contribution is required [noting that the current Reserve attracts only 2.5% return compared to the 5.5% borrowing costs]; short term use of other Reserve; Town Council Bond offer at the same return as the PWLB or direct PWLB borrowing]
- inform residents of the potential purchase of the land for the town and possible uses and costs and attract comments
- consider the WP's Business Plan proposal at the Full Council meeting



## Governance and Finance Committee Terms of Reference August 2023

<b>Committee type</b>	Standing Committee
<b>Reports to</b>	Full Council
<b>Frequency of meeting</b>	Bi-monthly to alternate with the Town Environment committee
<b>Number of members</b>	9
<b>Quorum</b>	4
<b>Election of chair</b>	At the Annual meeting of the Council
<b>Date ratified</b>	

  

<p><b>1. Purpose of the Governance and Finance Committee</b></p> <p>1.1 To support the Town Council by providing assurance on regulatory, financial, risk and audit compliance.</p> <p>1.2 To review Policies and Standing Orders and propose appropriate amendments to the Town Council.</p> <p>1.3 To develop and provide plans and programmes that support the strategic direction of the Town Council.</p> <p>1.4 The Governance and Finance Committee is a Committee of the Council that reports to the Town Council whilst having delegated authority and powers as set out in these terms of reference.</p> <p>1.5 To Develop recommend and monitor the Council annual budget and precept financial strategy and reserves policy</p> <p><b>2 Membership of the Governance Committee</b></p> <p>2.1 The Committee shall comprise of nine members of the Town Council, confirmed every year at the Annual Town Council meeting, including the chair and vice-chair who will be elected by the members of the committee.</p> <p>2.2 The quorum of the Committee shall be four of its members.</p> <p><b>3 Chair and Vice Chair</b></p> <p>The chair and vice-chair of the Committee shall be elected at the Annual Town Council meeting by the elected members of the committee, and if a vacancy in the chair or vice-chair occurs subsequently, at the next ordinary meeting of the Council.</p> <p><b>4 Conduct of Meetings</b></p> <p>4.1 All meetings of the Committee shall be public meetings, convened in accordance with the Town Council's standing orders.</p>
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4.2 Meetings will be minuted by an officer of the Town Council and the draft minutes made available to the next Town Council Meeting as set out in the standing orders.

## **5 Powers of the Governance and Finance Committee**

5.1 The Committee shall be empowered to make any financial decisions on behalf of the Town Council subject to the following exceptions:

5.1.1) Issue of a precept.

5.1.2) Final approval of the Council's overall budget and reserves policy.

5.1.3) Approval of a lottery scheme.

5.1.4) Amendment of the Council's financial regulations or standing orders.

5.1.5) Any other restrictions or financial constraints imposed by the Full Council.

5.2 The Committee shall be empowered to sign and execute legal documents that have been approved by Full Council.

5.3 The Committee shall determine fees and charges to be levied by the Council.

5.4 The Committee shall be empowered to appoint an internal auditor on the Town Council's behalf.

5.5 Subject to compliance with standing orders and financial regulations, the Committee shall be empowered to approve risk assessments, method statements and policies and procedures for controlling risk on the Town Council's behalf.

5.6 The committee shall be empowered to agree virements between cost codes.

## **6 Responsibilities and Areas of Operation of the Governance and Finance Committee**

6.1 The Committee will consider the medium-term resource and financial strategy of the Council and make recommendations for the strategic development of the council to the Council at least annually.

6.2 The Committee shall be responsible for ensuring that the Council's finances and resources are managed in a responsible and prudent manner, and assessing financial, contractual and organisational risk and the impact of expenditure on the Town Council's reserves and long-term plans on an ongoing basis.

6.3 The Committee shall review the draft annual accounts and Annual Return and recommend their approval to the Full Council. The Committee shall consider the reports of the Internal Auditor and External Auditor and report to the Full Council to ensure any remedial action is implemented.

6.4 The Committee will monitor the income, expenditure and reserves of the council and will recommend all potential areas of concern to the Council. The Committee will recommend to the Council to take appropriate action including reserve virements where appropriate.

6.5 The Committee shall consider budget proposals from the Responsible Financial Officer and the committees of the council, and recommend an overall budget, reserves policy and precept requirement every year to the Council.

6.6 The Committee shall ensure that outside funding opportunities have been explored in relation to spending proposals as and when appropriate.

6.7 The Committee may delegate spending powers to standing committees provided that such delegation is in accordance with the Council's Financial Regulations by way of

6.7.1) An overall budget for each financial year allocated by cost centre.

6.7.2) The Clerk as RFO is the person legally responsible for operating the council accounts budget and expenditure. The Clerk attends all committee meetings and will advise on compliance with the Council's Financial Regulations.

6.8 For each financial year, the Committee shall, by 30th November in the previous year, agree scales of fees for the hire of Council premises, with due regard to any significant changes in

overheads. No need for a date and should be deleted.

- 6.9 The Committee shall ensure that concessions in respect of fees (i.e. fees reduced or waived) are monitored and reviewed periodically.
- 6.10 The Committee shall examine the reports of internal and external auditors, ensuring that any recommendations are complied with and that any shortcomings highlighted in the reports are addressed as soon as possible.
- 6.11 The Committee shall be responsible for: overseeing the risk assessments with the appointed Risk Assessment Panel, health & safety checks and maintenance inspections carried out, and reviewed annually, by the Proper Officer; satisfying itself that they are comprehensive, fully documented and up to date; ensuring that steps are taken to remedy any shortcomings, defects or problems arising; and carrying out at least annually formal and minuted annual reviews including:
  - 6.11.1) The fire log relating to the council's properties.
  - 6.11.2) Inspections relating to the parks, open spaces and play areas
  - 6.11.3) Keyholder procedures and security of Council premises.
  - 6.11.4) A sample of safety and maintenance inspection records.
  - 6.11.5) The Council's health safety and welfare policy and child protection policy.
  - 6.11.6) Conditions of hire of Council premises.
  - 6.11.7) The Council's food safety policy relating to food served on Council premises.
- 6.12 In addition to the responsibilities outlined above the Risk Assessment Panel shall carry out a formal overall review of all risk and risk assessment at least annually, ensuring that any unacceptable risks or shortcomings in assessment are addressed as soon as possible, and that suitable risk assessments are in place covering all Council facilities and activities.
- 6.13 The Committee shall ensure that the Town Council maintains adequate levels of insurance cover, reviewing the schedule of cover at least annually.
- 6.14 The Committee shall ensure that the Council has in place formal grievance and disciplinary procedures for its staff, and an equal opportunities policy, and that these are reviewed periodically as appropriate.
- 6.15 The Committee shall ensure that an up to date and complete asset register is maintained.
- 6.16 The Committee shall consider whether meetings of the Town Council and its committees are conducted in accordance with standing orders, financial regulations and terms of reference, and with due regard to national guidelines, referring any shortcomings in this respect to Full Council if appropriate.
- 6.17 The Committee shall review periodically any regulations or policies which do not need to be reviewed by Full Council and which are not listed elsewhere in this document.
- 6.18 The Committee shall take whatever advice it deems necessary to ensure that the Council is fully aware of its legal rights and obligations.
- 6.19 In addition to all of the above, the Committee shall put in place whatever internal controls it considers necessary to ensure that the Council's resources are properly managed and that rules and regulations are complied with.
- 6.20 The Committee shall ensure that the Town Council's standing orders and financial regulations are reviewed periodically, submitting any amendments to Full Council for approval.
- 6.21 The Committee shall review the effectiveness of the Council's internal control at least annually and report this to the Full Council in an 'Annual Statement of Governance'.



