

Governance & Finance Committee.

Monday 24th August 2020

The Old Courthouse, Burgage, Southwell – Via Zoom Video Meeting

Present: Cllrs M Stott (Chairman), R Blaney, P Harris, P Rainbow, D Martin, S Perry
In attendance: T Broughton – Clerk to the Town Council, L Wright Deputy Clerk to the Town Council

1 Apologies for absence

Cllr P Handley has sent in written resignation from the Committee
Cllr R Blaney (Personal)

2 Election of Vice-Chairperson

AGREED **Proposed Cllr Martin, Seconded Cllr Brock**
Election of Cllr D Martin
Unanimous

3 Questions from the members of the public

4 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

5. Chairman's announcements

Chairman set the scene for the committee. Need to be systematic in discharging responsibilities of the Committee hand in hand with the RFO.

Governed by the Financial Regulations. These are in the process of being updated. Approaching a draft version for the next meeting. Reference to figures in Terms of Reference have been removed and will be defined in Financial Regulations.

Accounts and budget planning will be drafted prior to the New Year.

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Overview of Financial and Reserves Management will take place.
Annual Governance Statement will be provided for the council before the end of the Financial Year.

There will be a sub committee to monitor Risk Management.

Compliance for Statutory Legislation and Audit.

Update of Council policies and procedures is taking place and commenced with Cllr Prentice. Cllr Lyn Harris has offered to continue with the policy work. Would be helpful to have a list of policies that the Council currently have with annotation when they were last reviewed. Advised to make a list of the titles of all the policies and forward to full council so that they are aware of the policies.

6 To approve previous Finance & Scrutiny Minutes dated minutes dated 11th December 2019

Not enough members to approve the minutes so will be taken to the next Governance and Finance Meeting

7 Approval of Terms of Reference as amended

Chairman explained the content of the final Terms of Reference and all Financial information will be in Financial Regulations.

5.2 Signing of Legal Deeds have to be approved by the Full Council. Is this Term required?

6.14 Disciplinary procedures should be in the HR Policies and Employment Handbook. It was stated that the procedures should stay within Governance & Finance. There should be a wider body to comment on HR policies. It was suggested that HR members should be involved in the creation of HR policies. HR handbook should be an annex of the HR Policy.

AGREED

Proposed Cllr Stott, Seconded Cllr D Martin

To remove 5.2 and amend the numbers and take the Terms of Reference as they are tabled.

Unanimous

8 Finance Matters

8.1 Summary/Overview of Southwell Town Council accounts and reserves position June 2020

Month three overview of the Cost Centre report has been tabled. Large movements of funds has taken place due to the unusual circumstances this financial year. There are no concerns apart from the income deficit due to the pandemic. Council will need to analyse the savings that have been made against income loss. Clerk will submit an application for Local Discretionary Fund to the District Council. There is no confirmation on the amount that can be applied for at this time. Income has been lost on

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the Market. Grant figures applied for were requested to be forwarded to members immediately. Clerk explained the process for bank signatories and for signing and checking Bills for Payment.

9. Approval of Calendar of meetings 2020/21

Monday October 26th
Monday December 21st
Monday January 18th
Monday February 15th
Monday April 26th
Monday June 28th
Monday August 23rd
Monday October 26th
Monday December 20th

10. Date of Next meeting

Monday October 26th 2020

11. Items for discussion at next meeting

Financial Regulations
Budget discussions
Audit
List of Policies

The meeting closed at 19.50

Signed:..... Date:.....