

Notice of meeting : GOVERNANCE & FINANCE COMMITTEE

Date and Time : Monday 15th February 2021 19.00

Venue: Remote video link via zoom Link:

Present: Cllrs Stott, Roberts, P Harris, Perry, Martin, Rainbow,
Thompstone, Blaney

In Attendance : Clerk and Deputy Clerk

1. **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

2. **Apologies for absence**

Cllr Brock

3. **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

4. **Chairperson's Announcements**

None

5. **To approve minutes of Governance and Finance Meeting held on Monday 20th December 2020 19.00**

5.1 Matters Arising – for information only.

5.2.2 Abbreviated descriptions on the accounts software have been updated.

5.2.3 The s106 section of the reserves spreadsheet has been amended. S106 commitments need checking with the receipts.

5.2.4 The insurance cover needs reviewing.

6.2 The CCTV invoice has been paid. A discussion took place as we should only pay a contribution towards the CCTV and not be invoiced. Deputy Clerk to investigate

Webhosting costs includes technical support.

8. The environmental auditor has been appointed.

Proposed – Cllr Stott Seconded – Cllr Martin

Deputy Clerk

Minutes approved unanimously

6. Finance matters

- 6.1 Draft Income & Expenditure Summary/ Reserves Position to end January 2021 – previously circulated.
The projected deficit is approximately £9,000 for 2020/21 and £2,500 for 2021/22. There is a degree of uncertainty on income from the car parks and markets.
- 6.2 Detailed Income & Expenditure to end January 2021 – noted.
- 6.3 Summary Income & Expenditure to end January 2021 – noted.
- 6.4 Trial Balance to end January 2021 – noted.
- 6.5 Update on Rent Negotiation
Reminder emails have been sent. Clerk to chase.
- 6.6 s137 Notification
Notification of this year's amount has been received.

Clerk

7. Review of Policies and Procedures

- 7.1 Draft Procurement Policy
Proposed – Cllr Stott Seconded – Cllr Martin
Amendments to the draft policy were discussed including raising the verbal quote threshold to £2,500 – contracts will not be formally awarded until a written quote has been received. All quotes above £250 to be encouraged to have an environmental policy. Climate Change Working Group to discuss and draft a template policy.
Clerk to make changes and agenda for Full Council approval.
- 7.2 Term Contract for Electrical Works
Proposed – Cllr Stott Seconded – Cllr Martin
The term of the contract was discussed. The Chair, Vice-Chair and Clerk will finalise the content and agree the return period of either 1, 2 or 3 years and then issue for pricing by suitably competent contractors. **Agreed unanimously**
- 7.3 Review Scheme of Delegation
Proposed – Cllr P Harris Seconded – Cllr Martin
The council needs a system to allow the Clerk, Chair and Vice-Chair to act with delegated authority between meetings – particularly urgent business.
After a discussion the following amendments were agreed –
1.6 – delete ‘the council will also appoint the’ and replace with ‘and’
Change 36 hours to 2 working days and 12 hours to 1 working day.
Add 1.9 to read in the event that the Clerk is not available, the Deputy Clerk acts as Clerk. If the Deputy Clerk is not available then the emergency procedure will be followed.
Amendments approved unanimously.
Clerk to amend and circulate to G&F for comment then take to Full Council for approval.

Clerk

MS/DM/Clerk

Clerk

- 7.4 Asset Management Policy
Cllr Martin to draft.
8. **Review the list of policies received from full council and agree priorities and allocation of work – previously circulated** **DM**
Cllr Roberts – Terms of Reference for all committees, Town Council Meetings, Virtual Meeting Protocol (5.2, 5.3, 5.4) and amalgamate. Code of Conduct (5.5)
Cllr Martin – Flood Mitigation Reserves Policy (B4)
Cllr P Harris/Town Environment – Section 7 **KR**
Cllr Stott – Investment Funds Policy (B1), Risk Assessment Policy (9) **DM**
Office – Section 4, Register of members Interests (5.6), Chair’s acceptance form and code of conduct (5.7), Health & Safety Policy (8) **PH**
Cllr Rainbow – Complaints Procedure **MS**
Cllr Blaney – CiL Policy (B3) **Clerk/DClerk**
S137 – in first draft, bring to next meeting for full debate. **PR**
9. **Review of Insurance**
Cllrs Stott, Harris and Martin to review with Clerk.
10. **Date of next meeting – 26 April 2021**
Noted **MS/DM/PH/**
11. **Items for Discussion at next meeting** **Clerk**

Meeting closed at 2030hrs

Signed
Chair of Governance of Finance

Date