

Name of meeting: GOVERNANCE & FINANCE COMMITTEE
Date and Time: Monday 28th June 2021 19.00
Venue: The Old Courthouse/Members of the Public via zoom Link.

Present: Cllrs Stott (Chair), Martin (Vice-Chair), Brock, Lightwood, Roberts Clerk and Deputy Clerk

Apologies: Cllrs Blaney, P Harris, Rainbow, Thompstone

GF21/06/01 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

GF21/06/02 Apologies for absence

Reasons were approved

GF21/06/03 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

None

GF21/06/04 Chair's Announcements

None

GF21/06/05 To approve previous minutes from Monday 26th April 2021

Proposed: Cllr Brock Seconded: Cllr Martin

Approved unanimously

5.1 Matters Arising

5.1.1 Car Park Cash Collection Service Update

The service is now up and running.

Deputy-Clerk to prepare a quarterly cost/income analysis.

Deputy Clerk

Deputy-Clerk to look at upgrading all machines to accept card payments.

Deputy Clerk

5.1.2 CCTV Cost Increase Response

As per the agreement, the increase is due to RPI increases.

5.1.3 Commercial Use of Parks Policy

Town Environment Committee has passed the policy which needs to come to this meeting to look at fees and charges.

Agenda August

GF21/06/06 Finance matters

6.1 Detailed Income & Expenditure to end May 2021 – noted

Tel: 01636 816103

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6.2	Summary Income & Expenditure to end May 2021 – noted	
6.3	Trial Balance to end May 2021 – noted	
6.4	Reserves Position to end May 2021 – previously circulated Council to communicate with community explaining the reserves and the limitations on their use.	
6.5	Electrical Tenders Further information has been requested.	Agenda item August
GF21/06/07	Review of Policies and Procedures	
7.1	Draft Risk Policy	
7.2	Draft Risk Register Councillors to review documents and send comments to Clerk ready for next meeting.	All
GF21/06/08	Election of New Risk Panel Member Cllr Perry has resigned from the Risk Panel. Cllr Stott proposed Cllr Brock Cllr Martin seconded Approved unanimously	
GF21/06/09	Review of Insurance To be agenda'd for next meeting.	Agenda item August
GF21/06/10	Update on Policies including G&F Review Dates.	
10.1	Asset Management Policy – April 2021	
10.2	Terms of Reference – G&F – April 2021, TE – August 2020, HR – March 2021, P&H – October 2020	
10.3	Virtual Meeting Protocol – January 2021	
10.4	Code of Conduct	
10.5	Flood Mitigation Reserves – April 2021	
10.6	Town Environment Policies	
10.7	Investment Funds Policy – April 2021	
10.8	Risk Assessment Policy – December 2021	
10.9	Health & Safety Policy	
10.10	Complaints Procedure	
10.11	CiL Money Policy – April 2021	
10.12	s137 Policy – April 2021	
GF21/06/11	Date of next meeting – 23rd August 2021	
GF21/06/12	Items for Discussion at next meeting	
	<ul style="list-style-type: none"> • Town Environment Project Funding 	Deputy Clerk and Cllr L Harris to update list of policies for August meeting

Moved to closed session.

Alice Dunn

Deputy Clerk to the Council