

**Minutes of Finance & Governance Committee held on
2nd November 2017 at the Town Hall at 1:00 pm**

Persons present: Cllrs Evitt (Chair), Byles, Robins, Burke, Blake and Wendy Alcock (Town Clerk)

1. **Apologies for absence** - None
2. **Minutes of previous meeting** - agreed
3. **Chairs Actions**

Following the interview process for the Administrative Assistant by Cllr Robins and the Town Clerk. The Chair agreed to offer the appointment to Ian Haines, who has accepted and started in post on Friday 27th October.

4. **Staffing**

- To receive an update on clerk line management

The Town Clerk was asked to leave the room whilst this matter was discussed. Cllr Robins reported that there were no issues with the Clerk's performance and proposed that the Town Clerk be appointed on a permanent basis following her successful probationary period.

Proposed by – Cllr Robins, seconded by Cllr Blyes all in favor - motion carried.

5. **Finance**

- To consider proposed budget for 2018/19 as attached. – agreed

After a discussion of the document presented the following changes were proposed.

- To set up a separate budget line in Environment – Street Care to cover the time taken to clear leaves in the Town in the Autumn. Amount to be agreed with Cllr Cooper and Street Carer. Virement from Cost code 48 – Street minor maintenance.
- Remove budget from Environment - Street Care, cost code 151 Memorials not required 2018/19.
- Income – Adjust the budget against Town Hall Rental code 126 to £9,000 to reflect the loss of income and potential hirers post the Town Hall refurbishment.
- Precept to Mid Suffolk District Council to be set at £81240 which has only increased by the inflation rate of 2.7%.

- To discuss procedure for setting up internet banking and credit card with Barclays – Clerk to set date

Agreed that the Town Clerk would set up the necessary teleconference with Cllr Evitt and Cllr Robins as authorized signatories against the Council's accounts.

6. **Governance**

- To receive an update on Council Vacancies possible induction training for new Councilors 4 expressions of interest.

The Clerk reported that at time of writing only two applications had been received from those who had expressed an interest. The closing date for applications was Friday 3rd November. It was hoped that the remaining two potential candidates would submit their applications before then.

- To approve alterations to section 18 Financial controls and procurement for the Standing Orders.

Agreed to propose the amendment to section 18 of the Financial Controls and procurement for the Standing Orders for adoption at the next Full Council.

7. **Documents (to include policies, procedures and protocols)**

- To consider undertaking a policies review to be led by the Project Officer –

Town Clerk to review policies to find which are out of date and require reviews. Action for next meeting. To be reviewed by appropriate committee.

- To consider any required credit card procedures (links to item 5 above)

See action from 5 above. Expected procedure as presented in Appendix 1 at the last meeting.

8. **Tendering, Contracts and Agreements**

- To consider the purchase of wedding insurance

Defer until April 2018

9. **Health and Safety (including risk assessments)**

- To consider the asset management risk assessment (attached)

The asset management risk assessment was considered by the committee and amendments made which will be presented for adoption at the next Full Council meeting as part of the full risk assessment review for 2017.

- To consider the Town Hall capacity numbers

Deferred to next meeting

10. **Grants and Donations**

- To consider any requests for donations received since the previous meeting

None received by Town Clerk to date

11. **Reports and Updates**

- To receive a progress report from the Project Coordinator

Report received, Cllr Evitt confirmed of current areas of work for the Project Coordinator

- Local Plan proposed response (attached) Proposed to recommend to the Extraordinary Meeting on the 6th November

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Agreed to recommend the proposed response to Council at the Extraordinary meeting to be held on the 6th November.

- Archeological Report (attached)

Recommendation that the Town Council at the Extraordinary meeting that the Council commits funding for a feasibility study as to whether the current allotment land not allocated for allotment use could be developed for housing.

12. Correspondence and Referrals

None received.

13. Any Other Business

Cllr Ribchester – Is organising hampers for the elderly again this year. He will raise this at next the Council meeting. Contributions from Cllrs would be welcome.

14. Date of next meeting - 7th December 13:00 pm

Meeting closed 14:20 pm

Resolutions to Town Council

- To note the minutes of the Finance and Governance Committee meeting held on the 2nd November.
- That the Town Clerk be appointed on a permanent basis following her successful probationary period.
- To agree and approve the previously circulated budget for 2018/19.
- To approve the precept to Mid Suffolk District Council be set at £81240 this has only increased by the inflation rate of 2.7%.
- To approve alterations to section 18 Financial controls and procurement for the Standing Orders.