

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE
HELD REMOTELY ON THURSDAY 18TH JUNE 2020
AT 19.00

Present: Councillor J Charters (Chairman)

Councillors: N Blanchard C Briggs N Dillon
G Edwards B Jackling F W Lee
R Little S Roe B Sellars

In Attendance: Clerks to the Committee: Mrs S Green and Mrs R Brown

1. APOLOGIES FOR ABSENCE AND ACCEPTANCE OF REASONS GIVEN

None received.

2. RECEIPT OF ANY DECLARATION OF MEMBERS' INTERESTS UNDER THE LOCALISM ACT 2011

None received at this point.

3. NOTES OF THE COMMITTEE MEETING HELD ON 19TH MARCH 2020 TO BE APPROVED AS A TRUE RECORD OF MINUTES

AGREED

Proposed by Cllr Edwards, seconded by Cllr Blanchard

That the notes of the meeting on 19th March 2020 be accepted as a true record of minutes.

4 for: 1 abstention

4. CHAIRMAN'S ITEMS

None

5. RECOMMENDATION TO TOWN COUNCIL TO RESOLVE TO APPROVE THE DRAFT REMOTE COUNCIL MEETING ETIQUETTE & THE PUBLIC ACCESS TO MEETING ARRANGEMENTS

One Member raised concern regarding the visual aspect of live streaming. The Member was advised that each meeting attendee has the controls required to remove their visual image whilst continuing with the audio participation aspect of the live stream. It was therefore agreed to

RECOMMEND

Proposed by Cllr Roe, seconded by Cllr Jackling

To Town Council to approve the draft remote Council Meeting Etiquette and the public access to meeting arrangements.

9 for: 1 abstention

6. STANDING ORDERS & FINANCIAL REGULATIONS REVIEW WORKING PARTY

The Chairman advised that a temporary adjustment would be required within the review of Standing Orders to reflect the remote meeting requirements. The Working Party to consist of Cllrs Charters, Dillon and Edwards. A Working Party Meeting would be arranged as soon as possible to facilitate acceptance of the review potentially at next Town Council Meeting.

7. CORRESPONDENCE & CLERKS ITEMS

None.

8. MANAGEMENT ACCOUNTS REVIEW

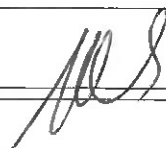
All Members present had received a copy of the Town Council Income & Expenditure up to 31.05.2020 and were invited to make comment or ask questions. An underspend against the budget was noted.

AGREED

Proposed by Cllr Roe, seconded by Cllr Little

To accept the I&E Report as presented.

Unanimous



9. APPROVAL TO SPEND FUNDS TO CARRY OUT DEMOLITION OF OLD PUBLIC CONVENIENCES AND THE REINSTATEMENT OF AREA ON LINCOLN ROAD

In response to one Members concerns regarding provision of toilets for public events, it was advised that the holding of public events is currently a fluctuating situation and if toilets were made available to the public at events stringent cleaning and sanitising methods would be required after every use. Following discussion it was agreed to

RECOMMEND **Proposed by Cllr Little, seconded by Cllr Briggs**
To Town Council that £14,000 be spent from reserves to facilitate the demolition and reinstatement work as presented with an additional £3000 if required for any works out of specification required.
9 for: 1 against

10. RESERVES REVIEW

To be dealt with in conjunction with Agenda Items 18 & 19.

11. FIXED ASSET REGISTER REVIEW

The Chairman advised that the register is now extremely comprehensive, but does not contain market values. It was felt that it would be useful to include an asset check. A review would take place by a Working Party and be brought back to a further meeting.

12. REVIEW OF TOOLS REGISTER

All Members had received a copy of the up to date Tools Register and with no further changes required to be made the Register was noted and the review accepted.

13. REVIEW OF RISK REGISTER

The Chairman was pleased to report that following hard work by the Clerks the Risks to the Council are now extremely low. All previous medium risks are now classified as low and the sole high-risk item is now reclassified as at medium risk. It was therefore agreed to

RECOMMEND **Proposed by Cllr Briggs, seconded by Cllr Edwards**
To Town Council to accept the review of the Town Council's Risk Register.
Unanimous

14. REVIEW OF FIRE RISK POLICY AND FIRE RISK ASSESSMENT

The Fire Risk Assessment will be referred to Estates & Operations Committee as the Committee responsible for Council premises operational issues. It was agreed to

RECOMMEND **Proposed by Cllr Jackling, seconded by Cllr Sellars**
To Town Council to approve the Fire Risk Policy document.
Unanimous

15. REVIEW OF GRANTS POLICY

Though the policy for applying for grant funding is quite prescriptive, Members would still welcome applications from organisations, that due to individual circumstances do not have the means to access accountancy services, providing they evidence benefit to the Town and its residents and following review of the policy it was agreed to

RECOMMEND **Proposed by Cllr Jackling, seconded by Cllr Lee**
To Town Council that the following the annual review the Grants Policy be accepted.
Unanimous

16. REVIEW OF TRAINING POLICY

Following review of the policy it was agreed to

RECOMMEND

Proposed by Cllr Charters, seconded by Cllr Jackling
To Town Council that following the annual review the Training Policy be accepted.
Unanimous

17. APPROVAL AND ADOPTION OF PUBLICATION POLICY

The Publication Policy as presented is as a Publication Scheme and it was felt that this should be reviewed and a further document of policy be produced for adoption.

18. END OF FINANCIAL YEAR 2019/2020 UPDATE

To be dealt with in conjunction with Agenda Items 10 & 19.

10/18/19. APPROVAL OF END OF YEAR ACCOUNTS 2019/2020

The Chairman advised that he wished to commend the Deputy Clerk for her achievement in producing an excellent set of EOY Accounts in a timely manner. The reserves have now increased to their previous level prior to the Community Hub Project. Balances as at end of year totaled £613,000, an increase of £151,000.

The Chairman informed the Committee that there is a list of items that legally require to be agreed prior to the Annual Governance and Accountability Return (AGAR) for the financial year 2019/2020 submission to the External Auditors PKF Littlejohn.

Namely:

- the internal examiners audit report
- the Balance Sheet for the year ended 31st March 2020;
- to approve the Annual Governance Statement (Section 1);
- to approve the Accounting Statements (Section 2 of the AGAR).

AGREED

Proposed by Cllr Sellars, seconded by Cllr Jackling
To approve the Annual Governance Statement for 2019/2020 accounts.
Unanimous

20. VACANCY ON PERSONNEL SUB COMMITTEE

Due to the election of Cllr Stephen Roe to Acting Deputy Mayor a vacancy had arisen on the Sub Committee.

AGREED

Proposed by Cllr Dillon, seconded by Cllr Charters
That Cllr Blanchard fill the vacancy on the Personnel Sub Committee.
Unanimous

21. UPDATE AND RATIFICATION FROM BUSINESS SUB COMMITTEE MEETING

None.

22. UPDATE AND RATIFICATION FROM PERSONNEL SUB COMMITTEE MEETING

None at this point in the meeting.

23. TO RESOLVE 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 AND PERSONNEL ITEMS

AGREED

Proposed by Cllr Charters, seconded by Cllr Sellars
To enter Closed Session of the meeting.
Unanimous

24. NOTES OF THE CLOSED SESSION OF THE COMMITTEE MEETING HELD ON 19TH MARCH 2020 TO BE APPROVED AS A TRUE RECORD OF MINUTES

25. PERSONNEL MATTERS

The meeting closed at 20.00

