



# Kesgrave Town Council

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## Finance and Governance Committee

Minutes of the meeting of the Finance and Governance Committee held on Monday 27th April 2015 at 7.15pm in the Council Chamber.

**Present:** Mr C Rayworth, in the Chair, Mr D Fairbrother, Mr P Mills, Mr N Beecroft-Smith, Mrs S Ogden and Rev R Spittle.

**In Attendance:** Mrs J Lea, Temporary Clerk to the Council, two Councillors as observers and one member of the public who arrived at 7.34pm.

**Apologies for Absence:** There were none.

**Declarations of Interest:** Mr Rayworth declared an interest in item 17 on the agenda and this was recorded on the form attached at **Annex 1** of these Minutes.

**Minutes of the meeting held on Monday 1<sup>st</sup> December 2014:** The Minutes were agreed as a correct record but one amendment was agreed to the notes taken during the adjournment. Delete lines 14 and 15 and insert Mrs Fairbrother had said "that there was not a need for a Transparency Code as Kesgrave Town Council should be transparent anyway".

Meeting scheduled to be held on 2<sup>nd</sup> February 2015 had been cancelled.

**Matters Arising:** There were none.

**7.27pm: An adjournment was agreed at to allow members of the public to speak:**  
No matters were raised.

### Audit Checks:

- a. Independent Internal Auditor's Report: This had been copied to all members of the committee and the contents were noted. The report will form an Annex to the minutes.
- b. Appointment of Internal Auditor: Mr Farthing had indicated that he would not continue as the Internal Auditor. After discussion it was agreed to approach SALC for advice as they could provide the service. It was noted that there would be a cost associated with the service.
- c. Effectiveness of Internal Audit: It was agreed to defer this item until the full Council meeting when a quotation from SALC for the service would be available.
- d. Members Finance checks: Members carried out the finance checks as far as was possible. When the updated list is available this will be circulated to members.
- e. Risk Register: Nothing to report.

**Budgetary Monitoring Report:** To be circulated when available.

**Reserve Funds:** A discussion took place around how receipts/payments and reserve funds are administered on the Financial Director system by making journal entries. This had been highlighted by an oversight on the MJH project reserves which had resulted in an incorrect end of project figure. It was agreed that the administration of reserved funds needs to be

changed. SALC is also assisting with this process and the accounting system will be updated. It was noted that there was a deficit of £3,281 and it was agreed to recommend to Council that this sum be transferred back from the Longstrops reserves. It was then agreed to recommend approval of the year end Statement of Accounts.

**Income and Expenditure Account:** It was agreed that this should be deferred to the next full Council meeting. It was noted that the Audit date was the 20<sup>th</sup> June. The Deputy Clerk had obtained an extension of time to complete the accounts for audit due to the overlap with change of administration.

**Asset Register:** This was considered and it was noted that the Billy Goat is now at the Pump House. The Hole Borer and Strimmer, presently at the home of the previous Clerk, to be re-located and the register changed. The wheelchair is located at the Church and this will be checked as will the Police pedal cycles. When these checks have been made the Asset Register will be amended accordingly.

**Financial Regulations:**

- a. Petty Cash Limit: It was agreed that this would remain the same.

**Risk Register:** This has been reviewed recently and it was agreed that very little change was required. It was agreed that due to not being able to apply the Power of Competence at this time, item 13 should be upgraded to 3 and 3. It was also agreed to delete photocopier and insert scanner/printer.

**Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960 to consider staff matters.** This was agreed. Mr Fairbrother abstained from voting.

**Staffing Matters:** Deferred to the end of the meeting.

**Grants for Consideration:**

- a. Headway: After consideration it was agreed that no grant would be awarded.
- b. Magpas: After consideration it was agreed that no grant would be awarded.
- c. The Sunrise Appeal: After consideration it was agreed that no grant would be awarded.
- d. Cruse Bereavement Care: After consideration it was agreed that no grant would be awarded.
- e. The Firefighters Charity: After consideration it was agreed that no grant would be awarded.

**Insurance Cover including New Risks:** Changes made to the cover were noted. These included extra assets and an increase to staff cover. These changes were ratified.

**MJH:** An increase in lettings was noted. SCC is now interested in using the hall and the Adoption Team has already used it for two full days. More private parties are being booked. Speed limit signs are still awaited and this will be monitored.

**Kesgrave News article:** The Town Council vacancies will be advertised. Cllr Ogden will write a tribute to the late Matthew Percy.

**To consider any other matters of urgency:** It was noted that changes to the Bank Mandate are in hand.

**Staffing Matters, deferred from item 14:** The annual overtime hours claimed by the staff were agreed. It was agreed that overtime hours should, in future, be claimed at each meeting and paid quarterly. There was discussion regarding the extra responsibilities brought about by the resignation of the Town Clerk and it was agreed that this extra

responsibility should be acknowledged financially. It was agreed that £500 would be shared by the staff on a monthly basis whilst the inter regnum continues. This will be distributed according to the extra hours/responsibility taken on by each employee during this period.

**Date of next meeting:** This will be held on 27<sup>th</sup> July 2015.

The next Full Council meeting will be the Annual Town Council meeting, and will be held on Monday 18<sup>th</sup> May 2015.

The chairman closed the meeting at 9.35pm

**Chairman**