

KESGRAVE TOWN COUNCIL
Minutes of the Meeting of the Finance and Governance Committee Held on the
31st October 2016 (Part 1)

Present:-

Councillors:

N Beecroft-Smith
A Comber
D Fairbrother (*Vice Chair of Committee*)
J Ogden (*Chair of Committee*)
P Mills
R Spittle
G Lynch

In Attendance:

Mrs D Jimpson (Business and Facilities Manager)

1. **Welcome and Apologies for Absence** – The Chairman welcomed those present. An apology for absence was received from the Clerk who is on annual leave.
2. **Declaration of Interests** – The following declarations of interest were made;

<u>Name of Member</u>	<u>Type of Interest</u>	<u>Details about Interest</u>	<u>Minute Number</u>	<u>Details in Interest Book</u>
Town Councillor Mills	Non-Pecuniary	Grants – Kesgrave Cricket Club.	10	Yes

3. **Minutes of the Last Finance and Governance Committee Meeting** -The Committee received, considered and agreed, following the vote, the Minutes from the last Finance and Governance Committee Meeting held on the 26th September 2016. (Copy in Minute Book).
4. **Minutes of the Personnel Committee** held on the 10th October 2016 – Councillors received and noted these Minutes as a reference point to this Meeting. (Copy in Personnel Committee Minute Book).
5. **Clerks/Officer Report/Update**
 - Minute Number 11 - Police Community Support Officer (PCSO) Report and Update – Mrs Jimpson advised the Committee that she has still not received current statistical information from the Police.

- Minute Number 15 – Bespoke Councillor Training – Councillors noted that this training has been researched further and provisional dates have been ear-marked', subject to the full Town Council approval on the 14th November 2016. (See Updated Meetings Schedule).
- Minutes Number 17 – Precept Consultation – Councillors noted that Mrs Jimpson has responded to this consultation document on behalf of the Town Council, in order to meet the deadline date of the 22nd October 2016.

- 6. Members of the Public** – There were no members of the public present.
- 7. Terms of Reference for Committees & Delegated Powers** – The Committee received and considered the recommended draft changes for the new Council year, effective from April 2017. A full and detailed discussion ensued, the membership and size of committees was discussed and the chairman advised that committee membership is decided at the annual meeting of the council. It was felt that Committees should have delegated powers, and this would be recommended to the next full town council meeting.
- 8. Frequency of full Town Council Meetings** – Following a discussion and the subsequent vote, the Committee recommended that for the new Council year, full council meetings should be held each calendar month, with the exception of August and October. The Schedule of Meetings for the new Council year was received and noted.
- 9. 2nd Quarter Budget Reports** – Councillors received, considered and agreed to recommend these Reports. Questions were answered regarding premises running and Litter Picker expenditure. Councillors requested in future that budget reports should not show percentage of budget used figures, but they would like to see instead projected year-end figures, Mrs Jimpson confirmed that the reports could be produced on this basis.
- 10. Grants** – The Committee considered the request of grant aid from Kesgrave Cricket Club towards the cost of erection of a new external practice net facility. A full and detailed discussion ensued. It was recommended following the vote, to offer £500 to the Club and a letter of support they could use to support other bids.
 - Councillor Spittle advised that the request for a grant (F&G 260916) for the Nativity play of £500 would no longer be required as the play had been cancelled due to lack of volunteer actors.
- 11. Budget Bids** – The Committee considered the proposed budget bid for a more suitable meeting table and chairs for the Council Chamber in order to save space during busy Meetings. It was discussed and decided that the current arrangement of tables could be moved to make better use of the space in the chamber to allow for additional members of the public at future Meetings.

12. **Future Fully Funded Police Community Support Officer (PCSO) for Kesgrave (with Rushmere St Andrew)** – The Committee agreed this matter would be discussed fully at the next full council meeting. They were advised that the Clerk had requested information from other Parishes regarding their consideration of a fully funded PCSO and an officer report would be provided prior to the full Council Meeting.
13. **Town Guide** – The Committee discussed the need for an updated version of this guide. Councillors felt that this information could be provided electronically, although it was pointed out that some members of the community prefer information in a hardcopy form, and do not have access to the internet. Mrs Jimpson suggested that the remaining £3,100 from the Kesgrave News budget could be used to fund this project. Councillor Beecroft-Smith advised that he could obtain a quote for a self-funding guide, which would be arranged by a company who would obtain advertising and format any information we provided for the document. The Committee recommended, following the vote that Councillor Beecroft-Smith obtains a quote.
14. **Car Park** – Bell Lane – The Committee considered whether to recommend to the full Town Council investigating approaching the owner of this land regarding leasing arrangements. Mrs Jimpson reported that the office had only received one written complaint which was from a non-resident of Kesgrave, she advised that any dangerous or illegal parking should be reported to the Police. The Council would need to consider public liability insurance, repair, maintenance and staff costs. The Committee decided not to move forward with this item.
15. **Items of sufficient urgency and importance** –
- **Picnic bench** – Mrs Jimpson reported that a picnic bench at Oak Meadow had been set alight over the weekend. The Caretaker had removed a damaged slat. The insurance excess for malicious damage is £250, a replacement bench is approximately £395. The Committee recommended that if the bench is badly damaged it be replaced without claiming through insurance.
 - **Millennium Way car park** – Mrs Jimpson reported that once the barrier is installed the Council will need to decide how and when it will be locked/unlocked. This is not currently part of the MJH Caretaker's job description and it has been suggested that at least one of them would not wish to add this job to his current duties. It was agreed that this would be discussed at a future Meeting, meanwhile the office would obtain costs for employing a security firm to lock/unlock.
16. **Date of Next Meeting** – The next Meeting is on Monday, 28th November 2016 at 7.15pm in the Council Chamber of the Town Council Offices.

17. **Agenda Items for Next Meeting** – Members raised no items for discussion at the next Meeting. Any items prior to next Meeting should be notified to the office, well in advance of the Agenda being finalised and distributed.
18. **Resolution to exclude the Public and the Press** – The Committee resolved to exclude the Public and the Press, via the Public Bodies (Admission to Meetings) Act 1960, following the vote, since publicity would legally prejudice commercial sensitivity and confidentially.

There being no other business, this part of the Meeting closed in order to facilitate the staffing part of this Meeting, which will be held in confidence.

Chairman**Date.....**