

KESGRAVE TOWN COUNCIL
Minutes of the Meeting of the Finance and Governance Committee Held on the
26th September 2016 (Part 1)

Present:-

Councillors:

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

In Attendance:

Mrs S Clements (Town Clerk)
Mrs D Jimpson (Business and Facilities Manager)

1. **Welcome and Apologies for Absence** – The Chairman welcomed those present. Apologies for absence were received from Councillor D Fairbrother.
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 Comber	Non-Pecuniary	Section Leader of 1 st Kesgrave Scouts	14 (Grants) (1 st Kesgrave Scouts request)	Yes
Town Councillor Ogden	Non-Pecuniary	Section Leader of Two Areas of Kesgrave Scouts	14 (Grants) (1 st Kesgrave Scouts request)	Yes
Town Councillor Ogden	Non-Pecuniary	Partaking in the Nativity Play	14 (Grants) All Saints Church request)	Yes

Town Councillor Spittle	Non-Pecuniary for both	Reverend of All Saints Church	14 (Grants) (1 st Kesgrave Scouts request – event organised with All Saints Church and All Saints Church Grant request)	Yes for both
-------------------------	------------------------	-------------------------------	--	--------------

3. **Minutes of the Last Meeting** -The Committee received, considered and agreed, following the vote, the Minutes from the last Finance and Governance Committee Meeting held on the 26th July 2016. (Already agreed at full Town Council Meeting on the 12th September 2016). (Copy in Minute Book).

4. **Clerks/Officer Report/Update**

- Minute Number 7 - Office Opening Days and Hours – Mrs Jimpson advised the Committee that the Town Council's website has been updated to reflect the revised office opening days and hours, including the office opening on Tuesdays from 9am – 1pm effective from Monday, 3rd October 2016.
- Minute Number 8 - Police Community Support Officer (PCSO) Report and Update – Mrs Jimpson provided an update regarding the reporting and statistical information and reporting system via the PCSO. The Committee raised its concerns regarding the data, which is currently inaccurate, as the details are not being regularly updated'. Mrs Jimpson agreed to liaise with Inspector Salmon regarding these issues.
- Minute Number 9 – Enhanced PA System – The Committee noted that the office has arranged to hire suitable equipment at the cost of approximately £100 and following on from the recommendations made at the Community and Recreation Committee Meeting held on the 19th September 2016. Suitable equipment has been booked for the Christmas Lighting Up event in order to trial/pilot the equipment.
- Minute Number 10 – Screen for Council Chamber – The Committee noted that Mrs Jimpson has arranged for a suitable supplier to visit the Council Chamber on the 28th September 2016 in order to ascertain the most suitable options and subsequently quote for this equipment.

5. **Members of the Public** – There were no members of the public present.
6. **Standing Orders 2016-2017** – The Committee considered the draft changes and following the vote, recommended to accept these revisions.
7. **Financial Standing Orders/Financial Regulations 2016-2017** – The Committee considered the draft changes and following the vote, recommended to accept these revisions.
8. **Publication Scheme** – The Committee noted that the Council's Publication Scheme has been enhanced, updated and uploaded onto the Town Council's Website.

Councillors Comber and Spittle arrived at this point of the Meeting and whilst item 8 was being discussed.

9. **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. It was recommended, following the vote, that this matter should be deferred and brought back to the next Finance and Governance Committee, so that further consideration can be given to the Terms of Reference and delegated powers. It was felt that Committees should have delegated powers, in the same way as the Planning and Development Committee of the Council.
10. **Frequency of full Town Council Meetings** – The Committee noted that additional full Town Council Meetings need to be scheduled for December 2016 and February 2017 to allow for budget consideration/precept agreement. It was recommended that Meetings be held on the 5th December 2016 at 7.15pm and on the 13th February 2017 at 7.15pm.
11. **Police Community Support Officer (PCSO) for Kesgrave (with Rushmere St Andrew)** – A full and detailed discussion ensued with regard to the current arrangements. The Committee discussed and considered the future jointly, fully funded PCSO arrangements, possibly with Rushmere St Andrew Parish Council. Councillors also discussed various matters including local residents possibly setting up various forums to assist with anti-social behaviour. The proposed Community Speed Watch Scheme in partnership with neighbouring Parish Councils was noted. The Committee recommended following the vote, that the Town Council should not continue with funding the PCSO, but that the ring-fenced budget allocation should be utilised and allocated to fund other measures (to be investigated), in order to assist with supporting the community with anti-social behaviour.
12. **Internal controls** – Councillor Ogden was pleased to report that he had expended some time in the office reviewing the internal controls and that he feels comfortable and satisfied with the processes, procedures and measures that are in place.

- 13. Government Procurement Card** – Councillors noted that the current limit on the cards is £500, and were advised that the council had previously had two cards each with a £500 limit. They discussed and considered if this should be increased to £1,000 and that just one card should be utilised. Following the vote, it was recommended that the limit on this one card should be increased to £1,000.
- 14. Grants –**
- Kesgrave & District Nativity Play – The Grant request received from All Saints Church for financial assistance towards the cost of the community Nativity Play, which is being staged at Kesgrave High School on the 17th December 2016 was considered and discussed. Following the vote, it was recommended that a grant of £500 be paid towards this worthwhile community event. The Committee was pleased to note that there will also be match-funding, with grants expected from other sources locally.
 - Royal British Legion - Kesgrave War Memorial Grant – The Grant request received from the Royal British Legion was received and considered. Following the vote, it was recommended that a grant of £230 be paid.
 - 1st Kesgrave Scouts & All Saints Church -The Grant request received from the 1st Kesgrave Scouts, in partnership with All Saints Church, for financial assistance towards the cost of providing a Christmas Lunch on the 25th December 2016 for lonely and vulnerable local residents who do not have the opportunity of spending Christmas Day with their respective family or friends was considered and discussed. Following the vote, it was recommended that a grant of £500 be paid towards the costs of this worthwhile community event.
- 15. Bespoke Councillor Training** – The Committee considered and recommended that additional bespoke Councillor Training be arranged via SALC (the Suffolk Association of Local Councils), possibly in conjunction with other neighbouring Parish Councils, such as Rushmere St Andrew Parish Council. This would be over 3 evening Meetings and would add to the compliment of Training already completed by Councillors.
- 16. Budget Bids** – The Committee considered whether or not a bid to investigate the possibility of alterations to the Town Council Chamber and offices should be pursued. A full and detailed discussion ensued. It was recommended', following the vote, not to ask a structural engineer/architect to ascertain in the first instance if this would be viable, by a simple examination of the structural walls of the building.
- 17. Precept Consultation** – The Committee received, considered and noted the consultation document from the Suffolk Association of Local Councils (SALC), where the deadline for responses is the 28th October 2016. Mrs Jimpson suggested that she responds on behalf of the Town Council and that she circulates her responses to Councillors, in view of the deadline. This was agreed', following the vote.

18. **Items of sufficient urgency and importance** – There were no matters.
19. **Date of Next Meeting** – The next Meeting is on Monday, 31st October 2016 at 7.15pm in the Council Chamber of the Town Council Offices.
20. **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.
21. **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 confidentiality.
22. **Confidential Minutes of the last Meeting held on the 26th July 2016** – (Copy in Confidential Minute Book). (Already received and approved by full Town Council at its last Meeting on the 12th September 2016)
23. **Staff Handbook, incorporating Health and Safety** – The Committee is asked to note the latest updates regarding Brexit and to consider and make recommendations regarding adding a Staff Wellbeing Policy to the Staff Handbook.

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.

ChairmanDate.....