

**KESGRAVE TOWN COUNCIL**  
**Minutes of the Meeting of the Finance and Governance Committee Held on the 25<sup>th</sup>**  
**July 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 (*Apologies*)  
G Lynch (*Apologies*)

**In Attendance:**

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

1. **Welcome and Apologies for Absence** – The Chairman welcomed those present. Apologies for absence were received from Councillors Spittle and Lynch.
2. **Declaration of Interests** – There were no declarations of interest
3. **Minutes of the Last Meeting** -The Committee received, considered and agreed, following the vote, the Minutes from the last meeting held on the 27<sup>th</sup> June 2016. (Copy in Minute Book).
4. **Clerks Report/Update** – There was no update.
5. **Members of the Public** – There were no members of the public present.
6. **1<sup>st</sup> Quarter budget reports** – reports were received and accepted.
7. **Office opening days and times** – The committee considered the need to open the office to the public for additional hours. Mrs Jimpson advised that the staff would be willing to open the office on a Tuesday from 9am to 1pm, resulting in the office only being closed to the public on a Thursday. Following the vote it was agreed to recommend to the next full council meeting that the office opens on a Tuesday. Further discussions followed to decide if it was feasible for the office to be open 5 days a week, Councillor Beecroft-Smith agreed to calculate and clarify if the part time hours worked by all staff members could allow for the office to be open with appropriate staffing cover for 5 days a week.
8. **Police Community Support Officer (PCSO) for Kesgrave (with Rushmere St Andrew)** – A full and detailed discussion ensued with regard to the current and future jointly funded PCSO arrangements. Councillors requested information regarding the quarterly statistics report. Mrs Jimpson will seek clarification as to when the next report is due.

9. **Enhanced Community PA system** – There were no further updates on the purchase of this equipment, Councillor Beecroft will seek costings for hiring this equipment from a local company.
10. **Screen for Council Chamber** – It was agreed that some type of screen was required for the council chamber to enable easy sight of plans, photographs, and documents. Discussions followed and it was recommended that two 50 inch TV screens (Smart) should be purchased and would be situated either side of the fire exit doors. The committee agreed that costings should be presented at the next full council meeting. Mrs Jimpson advised that a budget of £2,000 had been set for planning and development.
11. **Grants** – No requests received.
12. **Items of sufficient urgency and importance** – None received.
13. **Date of Next Meeting** – The next Meeting is on Monday, 26<sup>th</sup> September 2016 at 7.15pm in the Council Chamber of the Town Council Offices.
14. **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.
15. **Resolution to exclude the Public and the Press** – The Public Bodies (Admission to Meetings) Act 1960, to consider and agree to exclude the Public and the Press, since publicity would legally prejudice commercial sensitivity and confidentially.
16. **Confidential Minutes of the last Meeting** – To note. (Already received and approved by full town council on 11<sup>th</sup> July 2016)
17. **Staff Performance Development Plan (PDP) review update** – to receive an update.

*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.....**