

KESGRAVE TOWN COUNCIL
Report of the Meeting of the Finance and Governance Committee Held on the 25th
April 2016 (Part 1)

Present:-

Councillors:

N Beecroft-Smith

R Bridgeman

A Comber

J Ogden (*Chairman of Finance and Governance Committee*)

G Lynch

P Mills (*Apologies*)

R Spittle

In Attendance:

Mrs D Jimpson (Business and Facilities Manager)

Mrs S Clements (Town Clerk)

1. **Apologies** – An apology for absence was received from Councillor Mills.
2. **Declarations of Interest** – With regard to Report/Minute Number 9 and Grant Requests, Councillor Comber declared non-pecuniary interests as Director of the Rupert Fison Centre and as Chairman of the Scout Group. He signed and completed the Declaration of Interest Book. (Full details and relevant Public Interest Book entries available upon request).
3. **Reports/Minutes of the Last Meeting (including Confidential Minutes) held on the 4th January 2016** – These Reports/Minutes were received, noted and recommended for approval, (following the vote). (These Reports/Minutes were also approved at the full Town Council Meeting on the 11th January 2016).
4. **Officers Report/Update** – There were no updates.
5. **Town Council Policies, including Publication Scheme** – The Committee received, considered and reviewed all its current Policies. It was noted that some of the previous more historic policies are now out of date and are incorporated within the recently revised and subsequently adopted Standing Orders, Financial Standing Orders/Financial Regulations, the Staff Handbook, incorporating the latest and updated Employment Law and Health and Safety Policies and Procedures. It was agreed to recommend, (following the vote) to make some minor changes to the Model Publication Scheme and to advise the Information Commissioner about the updates, which mostly comprise of changes in staffing details. The Committee noted that the Publication Scheme is ready now to be uploaded onto the Town Council's Website, after making the minor changes, together with the Policy changes. It was also agreed to recommend updating of the Councillor Training Policy and the Code of Practice on Handling Complaints and Anonymous Complaints, following the very latest legal update dated June 2014.

Councillors agreed to recommend, (following the vote), that a basic Emergency Plan template can be considered at the Community and Recreation Committee Meeting on the 18th July 2016.

Councillors are aware that for Parish and Town Councils, it is not essential for an Emergency Plan to be compiled and implemented, as this is normally a District, Borough or County Council function. It was felt however, that as the first tier of local Government and the “grass roots” level at the heart of the local community, that, it would be a good idea to look at a basic Emergency Plan for the Town. (Full details with the Town Council’s Policies).

6. **Non-Financial Performance Indicators** -The Committee received and considered the details within this Paper. Councillor Ogden explained that the main objective of the paper is to capture data regarding functions of the Town Council and to utilise any collected data in a meaningful way. A discussion ensued. Councillors felt that the quantitative analysis should be useable and interpreted in such a way in order that the data can be robustly inspected, reviewed, with a view to transforming and improving the functions and duties of the Town Council. Following the vote, it was suggested that liaison with Town Council staff should take place in order to seek their respective views, prior to accepting, considering further and possibly recommending adopting this Paper. It was suggested that the said Paper could be reviewed again in approximately one year. (Full details with the Town Council’s Policies).
7. **WiFi Facilities at the Millennium Jubilee Hall (MJH) & Clause for Hirers** - The Committee considered and agreed to recommend that the WiFi should be available to hirers at the MJH, including the Playgroup, with a clause for hirers within the hiring agreement. However, for the time being, it was suggested that only the Youth Club Leaders and Workers should have access.
8. **Rent Reviews (Stalls)** – Councillors noted that the Community Services Committee recommended not to increase any weekly rents at its Meeting on the 18th April 2016. A discussion ensued and members of the Finance and Governance Committee made reference to the Budget 2016/2017 and resolutions already made. It therefore agreed to recommend, (following the vote), that the Market rents should remain at £10 per week, the Fish and Chip Van rent should be increased from £10 per week to £15 per week and the Wet Fish Stall should remain at £20 for Tuesdays and £10 for Saturday Market.
9. **Grant Requests** – The Committee considered the grant request received from Magpas-The Emergency Medical Charity. The Committee recommended (following the vote), that grants will only be considered if an organisation has specifically assisted Kesgrave residents and provided detail about how many people from the Town have benefited within the last year, as opposed to just assisting Ipswich or Suffolk generally.

The Committee emphasised the importance of its Grant Scheme being open, fair and transparent and that local groups, clubs and sporting organisations should keep the Council updated at least annually about their respective activities. It was also recommended that local, voluntary, clubs, groups and sporting organisations should provide a brief report to the Town Council about any suggested/agreed grant and how the respective organisation will utilise and benefit from any recommended grant. The Clerk suggested that some local groups may wish to collect their respective grant cheques at the Kesgrave Annual Town Meeting.

(A Meeting which is held each year specifically for local people and groups, and where our Councillor Chairman - Councillor Beecroft-Smith, previously expressed his disappointment following this year's Annual Town Meeting, that no written reports or verbal updates were given by any local group, organisation or sporting activity, including the organisations and clubs that the Town Council gives an annual grant to. Councillor Beecroft-Smith previously asked Councillors for suggestions and ideas about how to make next year's Annual Town Meeting more appealing to local residents). The Grants Policy was received, considered and some changes were recommended. It was also recommended within the Town Council's Budget and Grant Schedule planning process and from time to time, that new local voluntary groups within the Town and those who have not applied before, should be encouraged to apply for a grant. A letter should be sent to the Town Council, which should include the specific amount of the grant applied for, what the funding is for, the breakdown of the costs and funds already raised, how the project will benefit Kesgrave and its residents and details of the organisation's latest accounts. Councillors emphasised that the Council's Grant Schedule and Policy should be open to all local voluntary organisations and that, upon application, each grant request can then be considered on its own merit.

10. **Late Items of Sufficient Urgency and Importance** - – There were no items.
11. **Date of Next Meeting** – The next Finance and Governance Committee Meeting will be held on the 27th June 2016 at 7.15pm.
12. **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 confidentiality and in order for the following staffing items to be considered:-
13. **Staffing**
 - a. Pensions-Auto-enrolment – to consider and make recommendations on the latest legal requirements for all Town Council Staff.
 - b. Business Administrative Apprenticeship Scheme –To consider and recommend appointing an Apprentice.

There being no other business, the Meeting closed to allow the Confidential Staffing matters to be considered under Part 2 of these Minutes.

Chairman**Date**.....