

Kesgrave Town Council

Finance and Governance Committee

Minutes of the meeting of the Finance and Governance Committee held on Monday 3rd August 2015 at 7.15pm in the Council Chamber.

Present: Cllr N Beecroft-Smith Cllr J Ogden (Chairman)
 Cllr A Comber Cllr Rev R Spittle

In attendance: Mrs J Lea (Temporary Clerk to the Town Council)
 Mr C Rayworth, Project Manager

1. Apologies

Cllr R Bridgeman
Cllr G Lynch
Cllr P Mills

2. Declaration of interests

Members made verbal declarations, which they have recorded on the form attached at **Annex 1** to the permanent copy of these minutes.

3. Minutes of the last meeting held 27th April 2015

The minutes having been circulated previously were taken as read, approved and signed by the Chairman.

4. Members of the Public will be invited to speak, by the Chairman

Mr Rayworth thanked Cllr and Mrs Comber for all the work they have done on the new financial package. This was endorsed by the meeting

5. Audit Checks

a. Internal Auditor appointment The Chairman reported that SALC were not in a position to assist with this appointment and the Deputy Clerk has obtained the names of the Internal Auditors for Rushmere St Andrew and Martlesham PC and she will follow up the possibility of one of these carrying out the Internal Audit duties for Kesgrave.

6. New Financial Package Cllr Comber had communicated with the company providing the package and had researched other companies with similar packages. A new set of codes are now in place and Mrs Comber has carried out a trial month. Cllrs were able to see the way the accounts would be produced in future and were pleased with the result. It was agreed that the new system would save time and would make the budgeting process much simpler. A Sales and Purchase Ledger has been added to compliment the new package. It was agreed that, as this year is a trial year, changes will be made when necessary. In the future Chairs of Committees will now receive regular reports on their budget position which will be helpful. It was agreed that the members of the Finance and Governance Committee should receive some training in the future to help them to better understand the system. The Chairman thanked everyone who had been involved in setting up the new system.

7. Asset Register

The Asset Register had been circulated and it was considered that there would be no change. It was agreed that consideration should be given to setting up a separate register for the MJH. The Asset Register is attached at **Annex 2** to the permanent copy of these minutes.

8. Financial Regulations

It was agreed that the Town Clerk would update these as necessary.

9. Risk Register

Members considered the Risk Register and agreed that the new financial package should be added to the register and provided, that the system is backed up daily, the threat should be shown as 1/3. It was further agreed that vandalism to Council's property should be added with the threat shown as 3/3. The updated Risk Register is attached at **Annex 3** to the permanent copy of these minutes.

10. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960

The Committee resolved that the public and the press be excluded for consideration of Item 11.a. b. and c. Staff, since publicity would prejudice staff confidentiality, and that these matters be deferred to follow item 14 on the agenda.

The following item was taken after item 14 and is minuted there.

11. Staff

- a. Clerks Gratuity**
- b. Clerks Hours and Payments**
- c. Contracts and Job Descriptions**

12. Grants for consideration

- a. Suffolk Accident Rescue Service (SARS)** After due consideration it was agreed that a grant of £225 be paid to SARS.
- b. Home-Start Suffolk: East Ipswich & Coastal** After consideration of the application it was agreed that a grant of £200 be made to Home Start.
- c. Kesgrave Allotment and Leisure Garden Association (KALGA)** This application had been withdrawn.

13. Insurance Cover including New risks

It was confirmed that this is under review and will include Oak Meadow when this is handed over to the Town Council.

14. To receive such other communications or matters of sufficient urgency and importance that the Chairman will allow for discussion (to be notified to the Office by 12.00 noon on the day of the meeting)

The question of the damaged fence panels at Cedarwood Green was discussed and as there had been no further vandalism of the fence it was agreed that the five panels be replaced at a cost of £595 to restore the fencing to its original condition.

The Member of the Public left and the Committee were able to consider the following:-

11. Staff

a. Clerks Gratuity

The Chairman reported that advice had been sought from the Suffolk Association of Local Councils (SALC), the National Association of Local Councils and SALC's own Solicitor, Prettys and the advice had been the same in all cases. Due to the changes in the law which came into force in 2012 it would be illegal for Council to pay the gratuity to the former Clerk. With regard to the other member of staff affected by the ruling it was agreed that the shortfall be paid as additional pension contributions as she had joined the staff before Council entered the pension scheme.

b. Clerks Hours and Payments The Clerk gave details of the additional hours worked by the Clerks in the current financial year from the beginning of April to the end of July 2015.

	Contracted hours	Hours worked over
Mrs J Francis	26	129.15 hours over
Mrs L Bennett	32	22 hours over
Mrs J Abbott	18	5.5 hours over

The Committee **agreed that Full Council be recommended to make overtime payments** for the hours worked by the Deputy Clerk and Assistant Clerk and that the hours claimed by the Admin Assistant should be taken as time off in lieu as she had requested.

c. Contracts and Job Descriptions These will be considered by SOS HR Services in conjunction with the Clerk.

The Chairman closed the meeting at 8pm.

15. Date of next meeting 23rd November 2015

The next Full Council Meeting will be held 10th August 2015.

Chairman