

**KESGRAVE TOWN COUNCIL**  
**Minutes of the Meeting of the Finance and Governance Committee Held on**  
**26<sup>th</sup> March 2018**

**Councillors:**

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

**In Attendance:**

Mrs S Clements (*Clerk*)  
Councillors R Bridgeman and C Marsh  
One Member of the Public – Ms S Hall – Town Council's Transport Liaison Representative

1. **Welcome and Apologies for Absence** – The Chairman welcomed those present. Apologies for absence were received from Councillors Mills and Patten,
2. **Declaration of Interests** – A non-pecuniary interest was made by Councillor Comber (*Minute Number 24 Town Council Market, as this is currently held in the Scout building*) and a pecuniary interest by Councillor Spittle (*Minute Number 7 All Saints Church Grant Request, as he is a Reverend at the Church*). Full details are detailed in the relevant Interest Book.
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 8<sup>th</sup> January 2018. (Already agreed at full Town Council Meeting on the 15<sup>th</sup> January 2018). (Copy in Minute Book).
4. **Clerks/Officer Report/Update**
  - Matters Arising Minute Number 16 - Grants – New Model Youth Club (Thursday Evenings – Orwell)– The Committee noted that this facility is now up and running. Numbers were initially low, not helped by the recent adverse weather conditions, but now around 18 young people attend. The Committee noted that there will be more joined up working with the Tuesday Evening Group, going forward.
5. **Members of the Public** – The member of the public present chose' not to speak at this stage.

6. **Letter from Two Members of the Public & Chairman of Spark (Sport and Recreation in Kesgrave)** – The Committee had hoped that the two members of the public in question would have attended the Meeting, where around three weeks' notice was given. However, unfortunately they were not present. The two letters, (an additional letter was hand-delivered to the respective homes of each Town Councillor, but a copy was not submitted to the Clerk/Proper Officer of the Council who deals with correspondence on behalf of the Council), the associated correspondence and detailed file as submitted by the two members of the public were all received and considered in detail. The interim response from the Clerk was also received and noted. The Chairman of the Council – Councillor Beecroft-Smith advised the Meeting that SALC (Suffolk Association of Local Councils), had advised him **directly** that this letter should be dealt with via the Council's Complaints Procedure. However, it has transpired and been confirmed in writing by the two members of the public, that this is not actually a complaint. In addition to the interim response from the Clerk, which was agreed following the vote, the following matters were addressed:

The Committee noted that the two members of the public have made reference to the two i-pads which were purchased to assist with the emerging Neighbourhood Plan via a grant, one of the Council's schedule of accounts where a name was changed, but not the amount as a result of Kesgrave News no longer being in existence, the Town Council's formal complaints procedure was noted, However, the two members of the public have emphasised in writing, (as detailed above), that this is not a complaint, but merely observations to the Council. The quotations received' for the Town Council's website and Town Guide were discussed and noted by the Committee, where it is aware that other quotations were received and considered. The Committee made reference' to SALC (Suffolk Association of Local Councils), and NALC (National Association of Local Councils) where both these bodies stipulate that quotations are obtained in good faith and researching Companies House is not a requirement of Officers. The Committee noted that with regard to the summons/calling notice referred to by the two members of the public, that this still stands as long as the proceedings are carried out correctly, then legally the Meeting can still stand. It was noted the Town Council uses the pdf format for uploading documents onto its website. It was also noted that the Councillor Training details have been sent to the two members of the public. In due course these will be uploaded onto the Town Council's website. The Terms of Reference were noted with a minor typing error, where the Clerk will arrange for this to be corrected. These clearly state the quorum and when the Town Council adopted the Terms of Reference and also' state if the Meeting is a Committee or a Sub-Committee. The NALC 2013 legal notes were noted. The Committee is aware that the Annual Town Meeting proceedings must not begin before 6pm. Local Government Act 1972, Sch 12, para 14 (1) and (3) and Local Government Act 1972, Sch 12, para 14 (2). A full and detailed discussion ensued. It was agreed, following the vote, that these Minutes will include the formal update and response to the two members of the public, together with a further letter from the Clerk to reaffirm the interim letter out of courtesy, advising that external professional advice has been taken and is currently being actively pursued'. A Councillor Briefing will take place in the near future' (suggested date September/October 2018), in order for the Council to self-assess, which the Committee consider is good practice and demonstrates fairness, openness and transparency, as well as community engagement.

7. **Grants** – The Committee received, considered and agreed, following the vote:

*Councillor Spittle chose to leave the Meeting at this stage whilst the matter was being voted on.*

- All Saints Church, Kesgrave – Grant for the Holiday at Home Senior Citizens Project – A grant of £325 was agreed, following the vote, subject to a formal written request being received from All Saints Church, in accordance with the Town Council's Grants Policy.

8. **Bank Reconciliation** – Councillors received, considered and agreed to these details, following the vote.

9. **GDPR (General Data Protection Regulation – 25th May 2018)** – Councillors noted that the Clerk has endeavoured to obtain 3 quotations, but that only the DPO Centre is in a position' to quote. The new legislation states that the Clerk and RFO are unable to fulfil this role. The table of prices was received and noted, where the Committee noted that the Council can chose the level of service that it signs up to and that this does not have to follow the suggested pricing in accordance with the Council's Precept. Following the vote, the Committee agreed to recommend that this matter be considered by the full Annual Town Council at its Meeting on the 14<sup>th</sup> May 2018.

*At this stage Councillors Bridgeman and Marsh left the Meeting.*

10. **Business Plan 2018-2021** – The Committee received, considered and agreed to recommend this document to the full Council, with a review in 3 months' time. The Clerk was thanked for preparing this document.

11. **Community Engagement Strategy 2018-2019** – The Committee received, considered and agreed to recommend this document to the full Council.

12. **Equality and Diversity Policy** – The Committee received, considered and agreed to recommend this document to the full Council, subject to inserting a comma on page 1.

13. **Investment Policy Strategy 2018** – The Committee received, considered and agreed to recommend this document to the full Council, subject to including a sentence checking the 3 months reference, the RFO delegation is queried (5.2) and the accompanying documents referred to in the Strategy needs to be considered by the full Town Council at its Annual Meeting on the 14<sup>th</sup> May 2018.

14. **Treasury Deposit** – The Committee received an update and following the vote, agreed to refer this matter back to the next Finance and Governance Committee Meeting on the 21<sup>st</sup> May 2018 when the new RFO (Responsible Financial Officer) will be in post.

15. **Finance and Governance Terms of Reference** – The Committee received, considered and agreed to recommend these Terms of Reference to the Annual Town Council Meeting on the 14<sup>th</sup> May 2018.

16. **Town Council, Committee & Sub-Committee Meetings Schedule 2018-2019** – The Committee received, considered and noted this Schedule for the Annual Town Council Meeting on the 14<sup>th</sup> May 2018. It was recommended following the vote, that

ideally only one Officer should be present at any Town Council, Committee or Sub-Committee Meetings.

17. **CiLCA** – The Committee was delighted to note that the Clerk’s portfolio for the Certificate in Local Council Administration was successfully completed and passed at the end of last year.

(This being a refresher following the Clerk’s existing CiLCA equivalent Town Clerk’s Portfolio under the National Training Strategy). They noted that the Clerk is pursuing ongoing training and CPD (continuous professional development), and membership. (Members or Fellows of the Institute of Local Council Managers – ILCM), and will in due course be using the letters of MILCM or FILCM. The Clerk was congratulated on completing the CiLCA within a couple of months.

18. **Local Council Award Scheme – Foundation, Quality and Quality Gold** – The Committee received, considered and agreed, following the vote, for the Clerk to apply for the Foundation Award, including the £50 fee payable.

19. **Town Council’s Website** – The Committee noted that details are being regularly updated onto the Council’s Website, where it is aware that the Office is currently short-staffed. It was noted that some exporting would be recommended in readiness for a formal sign-off.

20. **Items of Sufficient Urgency and Importance** – No matters were received.

21. **Date of Next Meeting** – The next Meeting is on Monday, 21<sup>st</sup> May 2018 at 7.15pm in the Council Chamber of the Town Council Offices.

22. **Agenda Items for Next Meeting** – No items were requested.

*At this stage the member of the public left the Meeting.*

23. **Resolution to exclude the Public and the Press** – Public Bodies (Admission to Meetings) Act 1960 – The Committee considered and agreed, following the vote, to exclude the Public and the Press, since publicity would legally prejudice commercial sensitivity and confidentiality

24. **Town Council’s Market** – The Committee is asked to receive and update, consider and agree the next steps for the finance and governance matters of the Council’s Market, including the formal three-monthly review as stated in the current contract.

*There being no other business, this part of the Meeting finished to allow the confidential business to be considered and agreed.*

**Chairman** .....**Date**.....