

KESGRAVE TOWN COUNCIL
Minutes of the Meeting of the Finance and Governance Committee Held on
8th January 2018

Councillors:

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

In Attendance:

Mrs S Clements (*Clerk*)
Mrs D Jimpson (*Service Development Manager/RFO – Responsible Financial Officer*)

1. **Welcome and Apologies for Absence** – The Chairman welcomed those present. Apologies for absence were received from Councillors Beecroft-Smith and Mills.
2. **Declaration of Interests** – No declarations of interest were made.
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 13th November 2017. (Already agreed at full Town Council Meeting on the 20th November 2017). (Copy in Minute Book).
4. **Clerks/Officer Report/Update**
 - Matters Arising Minute Number 6 - Grants – Kesgrave Friendship Group –
The Committee noted the letter of thanks dated the 29th November 2017 in respect of the £100 grant given to this Group.
5. **Members of the Public** – There were no members of the public present.
6. **Grants** – The Committee received and considered the further grant request from Suffolk Libraries IPS Limited for £6,300 per annum, in order to assist with an additional session of four hours of staffing at Kesgrave Library. A full and detailed discussion ensued. Following the vote, it was agreed not to recommend to the full Town Council any additional funding, as this is a County Council function, generally Town or Parish Councils do not financially support Libraries and the Town Council has no say or powers in the management of the Library Service in the Town.
7. **3rd Quarter Budget Reports** – These were received, considered and agreed by the Committee, following the vote. An explanation was provided for the £1,000 payment to Kesgrave High School.

8. **Bank Reconciliation** – Councillors received, considered and agreed to these details, following the vote.
9. **Effectiveness of Internal Audit** – Councillors received, and considered this document. It was suggested that new Councillor training should be noted as an area for development, with this amendment and following the vote, it was agreed that procedures for the following are effective
 - a) Scope of internal audit
 - b) Independence
 - c) Competence
 - d) Relationships
 - e) Planning and reporting
10. **Asset Register** – The Committee received, considered and approved this Register, following the vote.
11. **Risk Assessments** – The Committee received and considered this document. It was agreed that a Fire alarm practice should take place during a council meeting and that Fire evacuation procedures should be read before each meeting. Following the vote and an amendment to item 14a on the Risk Register the Risk Assessments were approved.
12. **Internal Controls** – The Committee deferred this item until the next meeting, and agreed that a committee member would complete member checks prior to this meeting.
13. **Social Media Policy for Website** – The Committee received, considered, reviewed and approved this, following the vote.
14. **Annual Review of Town Council’s Standing Orders & Policies & Procedures** – The Committee received, considered and agreed, following the vote, these documents together with some minor changes in some instances, following recent legislation.
15. **GDPR (General Data Protection Regulation May 2018** – The Committee noted that Officers have started general and HR checklists, including what has been implemented and what is yet to be implemented. It was noted that the advice of SALC and NALC (Suffolk Association of Local Councils and National Association of Local Councils), is that the Clerk or the RFO cannot be appointed as the DPO (Data Protection Officer). The Committee is aware that the Business and Development Manager has attended initial training on the new regime. The Committee noted that all Councillors will need to develop their own knowledge in this new Data Protection area and will be provided with guidance to support this, as and when further information becomes available. The Clerk has reviewed the administrative and data systems and will ensure compliance, pending further advice about the DPO and will provide regular updates to the Council, as appropriate about the data it holds. The Town Council will in due course, need to consider engaging the services of an external DPO. The Business and Development Manager and the Clerk will alert this Committee to any further developments and guidance as and when it is received and in due course will contact the Council’s insurers to determine the scope of any insurance cover in connection with the new rules.

- 16. **New Youth Club/Facility Model – Orwell** – Due to staffing changes, Orwell has confirmed that it will not be in a position to start the new model youth facility until the 1st February 2018. In readiness for the opening date, Orwell will be holding planning meetings with its staff, reviewing its documentation related to the service, such as risk assessments, signing in sheets and general procedures, arranging visits to the local schools and carrying out general marketing – which will include some consultation sessions with young people to find out what they would like to do at the youth club. The SLA (Service Level Agreement) has been changed to 1st February 2018 to the 19th July 2018).
- 17. **Items of Sufficient Urgency and Importance** – No matters were received.
- 18. **Date of Next Meeting** – The next Meeting is on Monday, 26th March 2018 at 7.15pm in the Council Chamber of the Town Council Offices.
- 19. **Agenda Items for Next Meeting** –The Committee asked for Terms of Reference and Meetings Schedules to be discussed.

There being no other business, the Meeting finished at 8.20pm.

Chairman**Date**.....