

KESGRAVE TOWN COUNCIL

DRAFT Minutes of the Meeting of the Finance and Governance Committee Held on 30th July 2018

Councillors:

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

Minutes taken by: Avtar Athwall

- 1. Welcome and to Receive Apologies for Absence** – The Chairman welcomed those present. Apologies for absence were received from Councillors Comber, Lynch and S Fairbrother.
- 2. Declaration of Interests** – None declared.
- 3. Minutes of the last Meeting** held on the 21 May 2018 – The Committee received, considered and agreed. Councillor Athwall abstained as not present at the last meeting.
- 4. Clerks/Officer Report/Update** – Councillor Beecroft-Smith stated that PCSO's contract will be reviewed by Suffolk Police (replace one year with a longer time scale).
- 5. Members of the Public** – No members of the public were present.
- 6. Grants** – Suffolk Accident and Rescue Service requesting a grant of £250. The Committee needs to know what grants have been given in the past year – this information is required for the meeting in September 2018. Decision to be deferred.
- 7. Bank Reconciliation** – Councillors received the information and these were not accepted. The Committee wants to do the following checks before a vote is taken at the next F&G meeting:
 - carry out random checks of the cheques issued against the bank statements
 - petty cash for the amount of £130.12 – clarify how this was spent
- 8. Internal Controls** – Defer as no update received.
- 9. Training and Development** – No update received. Decision on type of training and development required will be made after the appraisals have been carried out.
- 10. Proposed Meeting - Residents Views on Town Council Expenditure and 13. Budget**
– These were considered together:
 - It was agreed to hold a public meeting sometime in October 2018 to gauge the residents' view on Town Council expenditure.
 - This meeting should be advertised using different media to give it maximum exposure.

- A budget projection should be prepared for the next meeting of F&G in September for The Committee to consider.
- The Committee require a formal statement on the ring-fenced amount of money held under Long Strop reserve.

11. GDPR 2018 – Councillors – It was decided to form a subgroup from the F&G Committee members to establish the following:

- Look at the DP policy and GDPR requirements – align these two and then develop a process to implement it.
- Councillor Beecroft-Smith to arrange a meeting with office staff to determine what systems and processes are currently in place; arrange a meeting with JA to find out what we should be doing as JA has been on a basic training course regarding GDPR; find out from a neighbouring council what they are doing
- Following are to be considered – keeping a register, notification system and use of emails.

12. KTC office printer – It was agreed that the office could spend up to £500 as long as the consumables were comparable to the current machine.

14. Mayor, Deputy Mayor & Civic Office – This is to be discussed at the public meeting in October 2018 (same meeting as items 10&13) to gauge residents’ views. For the meeting costs involved should be collated and presented to the residents for discussion.

15. Chairs of Committees – It was agreed to formalise a structure:

- Meeting to take place on Tuesday (28 August 2018) at 6pm at Council offices
- Draft agenda to be sent prior to the above date to Chairs of Committees
- Changes made on Wednesday (29 August 2018) and agenda to be published by end of day as required

Councillor Beecroft-Smith to check office staff availability for the meeting on 28 August 2018.

16. Items of Sufficient Urgency and Importance - None

17. Date of Next Meeting – The next Meeting is on Monday 17 September at 7.15pm in the Council Chamber of the Town Council Offices.

18. Agenda Items for Next Meeting – None requested.

19. Resolution to exclude the Public and the Press – No members of the public were present.

20. Staff Additional Hours/TOIL (Time off in Lieu) – The Committee needs to know how many additional hours of work has been carried out for the next F&G meeting in September for discussion.

Chairman