

KESGRAVE TOWN COUNCIL

Minutes of the meeting of the Finance and Governance Committee held on 7 January 2019

Councillors present:

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

Officers present:

J Abbott – Service Development Administrator
A Dougall – Responsible Financial Officer (RFO)

- 1. Welcome and to Receive Apologies for Absence** – The Chairman welcomed those present. Apologies for absence were received from Cllrs S Fairbrother and P Mills.
- 2. Declaration of Interests** – There were no declarations of interest.
- 3. Minutes of the last Meeting** - held on the 12 November 2018, the Committee received, considered and agreed following the vote.
- 4. Clerks/Officer Report/Update** – None.
- 5. Members of the Public** – None present.
- 6. Bank Reconciliation** – A Dougall presented a copy of the Bank Statement to verify the balance on the Bank Reconciliation reports dated 30/11/18. Councillors received, considered and agreed following the vote.
- 7. Draft 2019/20 Budget** – A Dougall reported updates to the Draft Budget report dated 4/1/19. Councillors received, considered and agreed following the vote.
- 8. GDPR** – J Abbott advised that there is still work that needs to be carried out for GDPR and how best for this to be managed within the office. Following a discussion, it was agreed for J Abbott to contact Mrs Jimpson to discuss carrying out some further work.
- 9. PCSO Draft SLA 1 April 2019 – 31 March 2021** – J Abbott confirmed the 2025 Team at the Constabulary have provided answers to the questions raised by Full Council to the Draft SLA and this will be clarified at the Full Town Council meeting on Monday 14 January. J Abbott believes the answers are satisfactory to the Councils requirements.
- 10. Other/Urgent Communications** – None.
- 11. Date of Next Meeting** - The next Finance & Governance Committee Meeting will be held on Monday 4 March 2019 at 7.15pm.

12. Agenda Items for Next Meeting – ‘Terms of Reference’ was requested by the Chair, Cllr D Fairbrother.

(This part of the meeting finished at 8.05pm)

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

14. Confidential Minutes of the last Meeting held on the 12 November 2018 -

15. Youth Club –

16. Staffing Matters –

a. Caretaker Salaries –

b. Annual Leave –

Agenda items 14, 15 and 16 were then discussed in the CONFIDENTIAL part of this meeting.

Chairman**Date.....**