

KESGRAVE TOWN COUNCIL

Minutes of the meeting of the Finance and Governance Committee held on 3 June 2019

Councillors present:

K Archer
A Athwall
N Beecroft-Smith
A Comber
D Fairbrother
G Lynch
J Ogden

Officers present:

J Abbott – Town Clerk
A Dougall – Responsible Financial Officer (RFO)

1. Election of Committee Chairman – Cllr N Beecroft-Smith chaired this item as Chairman of the Town Council. Cllr D Fairbrother and Cllr J Ogden were proposed and seconded. A vote was taken, Cllr D Fairbrother received 1 vote, Cllr J Ogden received 5 votes. Cllr J Ogden was duly elected and chaired the rest of the meeting.

(Cllr G Lynch arrived at the meeting)

2. Election of Committee Vice-Chairman – Cllr A Athwall was proposed, seconded and duly elected to serve as Vice-Chairman, voting was unanimous.

3. Welcome and to Receive Apologies for Absence – None.

4. Declaration of Interests – There were no declarations of interest made at this point.

5. Minutes of the last Meeting - held on the 4 March, the Committee received, considered and agreed following the vote (6 agreed, 1 abstention).

6. Clerks/Officer Report/Update –

- J Abbott advised following the last meeting the noise with the air conditioning units at the MJH had improved but not fully resolved. It was unlikely that the matter could be fully resolved while it is in heating mode, possible changes in the winter months for which room is used for regular hirers may need to be considered. The new door lock is in place and appears to be working well, however the main entrance door may need changing / adapting to accommodate the new mag lock.
- A Dougall confirmed Cllr A Comber had carried out an internal financial system check and reported everything was in order on 30 April 2019.
- A Dougall provided an update on the high interest accounts. Cllr N Beecroft-Smith suggested we should be looking to invest £150,000 to £200,000. It was agreed that the KTC Investment Policy and Strategy 2018 should be revised to include the maximum amount to be invested (as a % of Reserves) and that the investment must allow for liquidity. It was considered that a short-term investment, not exceeding one year, would be investigated by A Dougall.

- A Dougall provided some more information on a card payment machine. Barclays offer the Barclaycard Anywhere card reader for a one-off charge of £29 (exc VAT) with no monthly fees. It was agreed that further information would be emailed to the Councillors to compare this card with the iZettle card reader (used by SPARK).
- A Dougall advised she would be looking to use an external company to shred confidential papers on an ad-hoc basis. It was agreed that Vertas can provide this service. Charges are £5 per sack (plus 50p to purchase each sack) for a minimum of 3 sacks for collection.
- A Dougall advised E.On had been renewed as our Electricity provided for one year and they have fitted a new smart meter, which can be read remotely.

7. Members of the Public – None present.

8. Bank Reconciliation – A Dougall presented a copy of the Bank Statement to verify the balance on the Bank Reconciliation reports dated 30/04/2019. Councillors received, considered and agreed following the vote. Bank Statement balances as at 30/04/19 were £146,177.90 (current account – Precept instalment received) and £368,621.63 (Saving account)

9. Receipts and Payments – A Dougall presented accounts for the period ended 30 April 2019, these were received, considered and agreed following the vote.

10. Bank Signatories – A Dougall advised following the ATCM the bank had been contacted to remove ex Cllrs and Staff and to add on the new Town Clerk and Cllrs A Athwall and R Gibson. Paperwork will need completing by these persons, A Dougall will arrange. Cllr G Lynch raised a concern over electronic payments being made by one person, however cheques needing two signatures. Following a discussion it was noted that there are checks in place, however A Dougall will review to see if further controls needed.

11. GDPR – A Dougall confirmed she has reviewed and prepared a folder of all policies / paper-work which is ongoing.

12. KTC Policies – Cllr J Ogden went through all the policies currently listed on the Town Council website. The committee agreed to list the policies as;

- Agreed – recommend to Full Council.
- Requires a review, low priority – recommend to Full Council for a review within 12 months.
- Requires a review, medium priority – recommend to Full Council for a review within 6 months.
- Requires a review, high priority – recommend to Full Council for a review within 3 months.
- Remove – recommend to Full Council not required.

Business Plan – Remove policy with a statement reading, currently under review, refer to the Council office for previous copies.

Community Engagement Strategy – Review, low priority.

Complaints Policy – Agreed.

Data Protection Policy – (agreed November 2018).

Document and Electronic Data Retention Policy – Agreed.

Equality and Diversity Policy – Agreed.

Financial Regulations – (agreed February 2019).

Food Vendor Policy – Review, low priority.

General Privacy Notice – (agreed November 2018).

Grants Policy – Review, medium priority.

Health & Safety Policy – Review, high priority.

Investment Strategy – Review, medium priority.
Lone Working Policy – Remove.
Memorial Donations Policy – Review, low priority.
New Councillor Induction – Review, low priority.
Privacy Policy – KTC Website – (agreed November 2018).
Privacy Statement – (agreed November 2018).
Publication Scheme – Review, high priority.
Recording at a Meeting Protocol – Remove policy with a statement reading, refer to Standing Orders.
Re-standing after Resignation Policy – Remove.
Social Media Policy – Review, medium priority (change name to ‘Media Policy’).
Standing Orders – (agreed February 2019).
Subject Access Request (SAR) Policy – (agreed November 2018).
Terms of Reference – (agreed February 2019).
Training and Development Policy – Remove.

Cllr J Ogden also proposed for the Transport and Pedestrian and the Play and Open Space Working Groups to be removed as not currently active, following the vote this was agreed. The committee also discussed what policies we currently do not have but require. The following were listed; Antbullying/Whistleblowing Policy, Mileage (expenses) Policy, Safeguarding Policy, Freedom of Information Policy, Councillor Co-option Policy, Wifi Policy. Following the vote these were agreed. It was also discussed for all the GDPR Policies to be put under one heading, this will be reviewed as a low priority.

13. Grant Request – J Abbott confirmed a grant request had been received from the Firefighters Charity. Following a discussion, it was agreed no grant be awarded, however it was noted that the office had already been in contact with the charity about having a stall at the Kesgrave Fun Day.

(Cllr K Archer left the meeting at this point, 9.15pm)

14. Other/Urgent Communications – None.

15. Date of Next Meeting - The next Finance & Governance Committee Meeting will be held on Monday 15 July 2019 at 7.15pm.

16. Agenda Items for Next Meeting – It was requested for an agenda item to consider ‘retrospective meetings’.

(This part of the meeting finished at 9.20pm)

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

18. Confidential Minutes of the last Meetings held on the 4 March -

19. Staffing Matters –

a. Staff Handbook –

b. Job Descriptions –

Agenda items 18 and 19 were then discussed in the CONFIDENTIAL part of this meeting.

ChairmanDate.....