

KESGRAVE TOWN COUNCIL

Minutes of the meeting of the Finance and Governance Committee held on 2 September 2019

Councillors present:

Cllr A Athwall
Cllr N Beecroft-Smith
Cllr A Comber
Cllr G Lynch
Cllr J Ogden

Officers present:

J Abbott – Town Clerk
J Catling-Green – Events & Estate Manager

1. **Welcome and Apologies for Absence** – Cllr D Fairbrother (personal), Cllr K Archer (personal), A Dougall – RFO (personal). All apologies were acknowledged and accepted following the vote.
2. **Declaration of Interests** – None.
3. **Minutes of the last Meeting** held on the 15 July 2019, the Committee received, considered and agreed following the vote.
4. **Clerks/Officer Report/Update** – J Abbott advised that the application had been submitted for the Barclaycard Anywhere. The RFO wanted to change the name of the unused Business premium account in order to keep all card payment transactions separate. There is no cost to this, however a letter needs to be submitted to confirm and signed by the Chair and Clerk. JA reported that AD had contacted SALC regarding Councillor business insurance. As this is a voluntary position, business insurance is not required. This will be added to the Councillor Policy when reviewed.
5. **Members of the Public** – None present.
6. **Bank Reconciliation** – J Abbott presented a copy of the Bank Statements to verify the balance on the Bank Reconciliation reports dated 31/07/19. Councillors received, considered and agreed following the vote. Bank Statement balances as at 31/07/19 were £14,157.42 (current account) and £453,621.63 (savings account).
7. **Receipts and Payments** – J Abbott presented accounts for the period ended 31/07/19. these were received, considered and agreed following the vote.
8. **Summary of 2019 Approved budget report** – J Abbott confirmed A Dougall prepared the report. Cllr N Beecroft-Smith felt that as there was no specific marketing budget for events to be advertised on social media this should be investigated. Cllr G Lynch raised the issue regarding the maintenance of highways/overgrown hedges etc and suggested these additional works be added to our budget which would enable the Estate Operatives to carry out additional duties. GL has emailed Suffolk County Councillor S Lawson regarding the new parking app that goes live on 30 September 2019. A percentage of the fines given out goes to the local Council. The app is <http://alesaservices.com>. J Abbott advised all committees need to discuss and report back their budget requests.

9. **Payments Risk Assessment Form** – The form was presented and discussed and following the vote, agreed to be implemented.
10. **Bank Signatories** – No update.
11. **Card Reader Payments** – As previously discussed, see item 4.
12. **Office Safe** – AD to meet with Barclays to discuss night safe.
13. **GDPR** – The ICO information was noted.
14. **KTC Policies** – The Health and Safety and Publication Policy is being finalised, it was agreed the Health and Safety Policy should be completed first and presented to Full Council on the 30 September 2019.
15. **Office IT** – It was requested that the cost of an additional screen for the chamber be investigated. In the meantime, it was felt that as this was mainly for the use of the Planning & Development Committee then the room be set up so the Chair can see the current screens.
16. **Other/Urgent Communications** – None.
17. **Date of Next Meeting** – Monday 11 November 2019 at 7.15pm in the Council Chamber of the Town Council offices. Cllr G Lynch gave apologies (work).
18. **Agenda Items for Next Meeting** – None
19. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – no public present.
20. **Confidential Minutes of the last Meeting** held on 15 July 2019.
21. **Staffing Matters** –
 - **HR-SOS** –
 - **Office Structure** –

Agenda items 20 and 21 was then discussed in the CONFIDENTIAL part of the meeting

(This part of the meeting finished at 8.05pm)

Chairman.....

Date.....