

# KESGRAVE TOWN COUNCIL

## Minutes of the meeting of the Finance and Governance Committee held on 15 July 2019

### Councillors present:

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

### Officers present:

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

- 1. Welcome and Apologies for Absence** – None. J Abbott explained that for all future meetings the Council will need to vote to approve apologies for absence. Councillors not attending a meeting will also need to specify whether the absence is personal or work related.
- 2. Declaration of Interests** – There were no declarations of interest made at this point.
- 3. Minutes of the last Meeting** held on the 3 June 2019, the Committee received, considered and agreed following the vote (all agreed).
- 4. Clerks/Officer Report/Update** – J Abbott advised that the KTC Policies reviewed at the last F & G meeting were discussed at the Full Council meeting held on 24 June 19. The recommendations for each policy to be either reviewed according to its priority or removed from the Town Council website were agreed.
- 5. Members of the Public** – None present.
- 6. Bank Reconciliation** – A Dougall presented a copy of the Bank Statements to verify the balance on the Bank Reconciliation reports dated 30/06/19. Councillors received, considered and agreed following the vote. Bank Statement balances as at 30/06/19 were £19,884.68 (current account) and £468,621.63 (savings account).
- 7. Receipts and Payments** – A Dougall presented accounts for the period ended 30 June 2019, these were received, considered and agreed following the vote. A Forecast Income and Expenditure Report for the year ending 31 March 2020 was also presented (based on actuals to 30 June 2019) highlighting potential favourable/adverse variances to be considered.
- 8. Bank Signatories** – A Dougall advised that the paperwork has been completed by J Abbott, Cllrs A Athwall and R Gibson. The ID of non-Barclays customers has yet to be verified personally at a branch then the process will be complete.
- 9. Card Reader Payments** – A Dougall presented a comparison of the Barclaycard Anywhere and the iZettle card readers as agreed at the last meeting. The Barclaycard

Anywhere was considered to be the better option as we already bank with Barclays and complex features were not necessary at this trial stage. It was considered essential to purchase a card reader for the Fireworks event, Ice Skating and for MJH hall hire. Approval was given to purchase the Barclaycard Anywhere following the vote.

**10. Office Safe** – J Abbott explained the insured cash limits on our policy.

- £500 in a locked receptacle other than safes or strongrooms.
- £5000 in locked safes or strongrooms (£10000 for extra premium)

Options were discussed to improve security. It was considered that our existing security was adequate for the very low cash levels held on site, but it was agreed to explore other options for the occasional increase. The purchase of a new safe (approx. £1000) was not considered necessary.

**11. Savings Account** – A Dougall explained that the Investment Strategy Policy needs to be updated defining amounts to be invested. This policy is due to be reviewed within 6 months. Higher interest accounts will be investigated.

**12. GDPR** – A Comber confirmed that he has been supporting J Abbott to complete an audit of the PC's. All PC's now have passwords for the main login. Permissions have been checked to prevent sharing documents without authority. Individual email addresses for KTC employees have been reviewed, Councillor email addresses are to be reviewed to avoid personal accounts. No data should now be stored on the PC hard drives as it is stored on the One Drive (cloud). Access to personal/sensitive data is restricted to relevant personal only. Administration of the system can now be managed in-house subject to further training for J Abbott and A Dougall.

**13. KTC Policies** – see agenda item 4. No policies are due for review this month. Review dates commence from 24 June 2019 following approval at the Full Council meeting.

**14. Retrospective Meetings** – J Ogden explained that he wanted to include as an agenda item to ensure that there is a review during the year on how the Council is progressing, i.e., review what has been achieved, provide an opportunity for Councillors to express what they would like to achieve over the next 4 years, make decisions to set the agenda for future years, complete a Business Plan to formalise what the Council plans to achieve. Following discussion, it was agreed to plan a meeting at the end of March 2020.

**15. Other/Urgent Communications**

- G Lynch explained the importance on having Business Car Insurance for all Councillors/employees and to check that all users have a valid driving licence before claiming expenses. J Abbott explained that this has been included in the new Staff Handbook and the check is already in place for new employees but will be extended to existing staff. It was agreed by the Council that A Dougall will confirm with SALC whether Councillors require Business Insurance as they are not employees.
- A Dougall confirmed the points raised during the previous F & G meeting regarding our Insurance Policy: -
  - Buildings are insured on a reinstatement value index linked each year (based on original figures provided by the Council). However, Zurich suggested it would be a good idea to get valuations for insurance, recommended every 5 years, using their free online valuation tool and if used, it removes the average clause. It was agreed that A Dougall to check the valuation using this tool.

- Youth Groups are covered within the overall Public Liability and we are not paying a specific premium to cover running them. Employer's Liability remains in place for one staff member.

16. **Date of Next Meeting** – Monday 2 September 2019 at 7.15pm in the Council Chamber of the Town Council offices.

17. **Agenda Items for Next Meeting** – K Archer requested for an agenda item to be considered 'laptops for meetings'

*(This part of the meeting finished at 8.15pm)*

18. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – no public present.

19. **Confidential Minutes of the last Meeting** held on 3 June 2019.

20. **Staffing Matters** –

- **HR-SOS** –
- **Office Structure** –

Agenda items 19 and 20 were then discussed in the CONFIDENTIAL part of the meeting

Chairman.....

Date.....