

KESGRAVE TOWN COUNCIL
Minutes of the Meeting of the Finance and Governance Committee Held on
21st May 2018

Councillors:

A Athwall (*Apologies*)
N Beecroft-Smith (*Vice Chair of Committee*)
A Comber
D Fairbrother (*Chair of Committee*)
S Fairbrother
G Lynch
P Mills
R Spittle (*From end of Minute Number 6*)

In Attendance:

Mrs S Clements (*Clerk*)

1. **Election of Chair** – (*The Chairman of the Council – Councillor Beecroft-Smith took the Chair for this item*). Following the vote, it was agreed that the new Chairman of this Committee to serve for the ensuing year will be Councillor D Fairbrother.

Councillor D Fairbrother took the Chair at this point in the Meeting.

2. **Vice Chairman** – Following the Vote, it was agreed that the new Vice Chairman of the Committee to serve for the ensuing year will be Councillor Beecroft-Smith.

3. **Welcome and Apologies for Absence** – The Chairman welcomed those present. An apology for absence was received from Councillor Athwall.

4. **Declaration of Interests** – Councillor Comber declared a non-pecuniary interest under agenda item numbered 22 – Town Council's Market. He completed and signed the relevant interest book. (Copy in Minute Book).

5. **Finance and Governance Committee Terms of Reference** – The Committee received and noted these, following agreement at the Annual Town Council Meeting on the 14th May 2018.

6. **Minutes of the Last Finance and Governance Committee Meeting** -The Committee received, considered and agreed, following the vote, the Minutes from the last Finance and Governance Committee Meeting held on the 26th March 2018, subject to a slight amendment to Minute Number 19 and the Town Council's website. (Already agreed at full Annual Town Council Meeting on the 14th May 2018). (Copy in Minute Book).

Councillor Spittle arrived at this point in the Meeting.

7. **Clerks/Officer Report/Update**

- Matters Arising Minute Number – The Committee noted that the Clerk and the Chairman of the Council are currently working on the current, revised and new uploads on the Town Council's Website in conjunction with the

agreed application for the Foundation level Local Council Award Scheme application. Further updates will follow.

8. **Members of the Public** – No members of the public were present.
9. **Grants** – The Committee received, considered and agreed, following the vote:
 - The Committee received and noted the letter of thanks as received from EACH (East Anglia's Children's Hospices) regarding the donation of £614.08. This is the remaining balance from the previous 12PT funds after the purchase of signage by the Speed Watch Scheme.;
 - Cancer Campaign in Suffolk – The Committee received and considered the request for a grant of £2,800. It was noted that this amount is required to assist with all Kesgrave Schools to deliver Sun Awareness Workshops (Primary Schools) and a Body and Cancer Awareness session (High School). This is for 8 sessions over two half days. The Clerk reminded the Committee that the total annual Grants Budget for this financial year is £3,000. Following the vote, it was agreed to offer a grant of £500 towards these valuable educational and health initiatives, subject to and following confirmation that the shortfall has been received from other sources. The Committee was pleased to note that this organisation will be having a stand at the Kesgrave Fun Day on Saturday 9th June 2018 to assist with their fund raising.
10. **Bank Reconciliation** – Councillors received, considered and agreed to these details, following the vote.
11. **Replacement of Air Conditioning/Heating System – MJH - (Millennium Jubilee Hall)** – The Committee received, considered and agreed this necessary repair work in the sum of £575 following the vote. They noted that the budget for the MJH repair work is £1,000 and that there is also a reserve fund. It was hoped that this work should be completed during the summer months before the colder weather sets in again.
12. **Hire Income MJH** – The Committee was pleased to note that the MJH Office will be hired for 3 hours per month to the Citizens Advice Bureau on a trial period at £11 per hour.
13. **Training** –
 - The Committee agreed following the vote, that training and development will be formerly considered every two months by this Committee for councillors and staff. (The Clerk currently reviews this every month, but it was felt that the reviews should be more formal).
 - The new Town Councillor Induction Policy was received, considered and agreed, following the vote.
14. **Duration of Meetings/Standing Orders** – The Committee reviewed, considered and agreed, following the vote that the duration of full Town Council, Committee and Sub-Committee Meetings should be no longer than 3 hours per Meeting, subject to the Chairman being reminded at 10pm that the Meeting should finish by 10.15pm.

15. **Items of Sufficient Urgency and Importance** – No matters were received.
16. **Date of Next Meeting** – The next Meeting is on Monday, 30th July 2018 at 7.15pm in the Council Chamber of the Town Council Offices.
17. **Agenda Items for Next Meeting** – No items were requested.
18. **Resolution to exclude the Public and the Press** – Public Bodies (Admission to Meetings) Act 1960 – The Committee considered and agreed, following the vote, to exclude the Public and the Press, since publicity would legally prejudice commercial sensitivity and confidentiality.
19. **National Joint Council (NJC) Agreement – 2018-2020** – The Committee is asked to consider and agree this. (2% increases). (NALC – National Association of Local Councils and ALCC – Association of Local Council Clerks). (Details received).
20. **Finance and Governance & HR Committees** – The Committee is asked to consider and agree how these two Committees will work together, going forward.
21. **Service Development Officer** – The Committee will receive a verbal update following the recruitment and selection process.
22. **Town Council's Market** – The Committee is asked to;
 - To receive, consider and agree the next steps for the finance and governance matters of the Council's Market, including the formal three-monthly review, as stated in the current contract; (Formal contractor letter and SLA attached);
 - To receive, consider and agree the contractor's necessary and legal public liability insurance and agree reporting and marketing strategies;
 - To consider and agree the sealed tender process in accordance with other contractor arrangements;
 - To receive, consider and agree the Town Council Market consultant health check quotation. (In Budget). (Details attached);
 - To receive a verbal and written update from the Clerk following the Meeting on 16th May 2018 with the District Council's Economic Development Officers and the East Suffolk Markets initiatives.
23. **Youth Club**
 - **Thursday Evening** – to review, consider and recommend re; the new model/outsourcing and receive a verbal update following the Meeting with the Clerk and Orwell on 9th May 2018;
 - **Tuesday Evening** – to review, consider and recommend re; the proposed new model/outsourcing and receive a verbal update following the Meeting with the Clerk and Orwell on 9th May 2018.

There being no other business, this part of the Meeting finished to allow the confidential business to be considered and agreed.

Chairman**Date**.....

