

## KESGRAVE TOWN COUNCIL

### **Minutes of the meeting of the Finance and Governance Committee held on 29 October 2018**

#### **Councillors present:**

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

#### **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 Cllr S Fairbrother.

**2. Declaration of Interests** – None declared.

**3. Minutes of the last Meeting** - held on the 17 September, the Committee received, considered and agreed following the vote.

**4. Clerks/Officer Report/Update** – J Abbott confirmed following the last meeting a request was made for a breakdown of 'Premises Running' this paper was provided to the Committee and no questions were raised (copy also attached with these minutes). J Abbott also confirmed following the last meeting 2 cheques are ready to be signed at this meeting for grants of £250 to SARS and £500 to Cancer Campaign for Suffolk.

**5. Members of the Public** – 2 members of the public were present.

**6. 2018/19 Budget Review** – A Dougall went through the budget review and the Draft 2019/20 (item 7.) together. Cllr R Spittle thanked the RFO for putting together this report, which he believed was very helpful and a good starting point. One of the members of the public whom was present requested for the website to be kept up to date with the current accounts and for the relevant papers to be available at the meeting for the public to review. It was discussed if the Draft Budget should be available on the website, it was agreed that once this Committee have agreed the Draft Budget for 2019/20, which will be recommended to Full Council then this should be available for the public to view. It was discussed if representatives from groups such as SPaRK, who support the Council with funding should be included within the budget process. It was noted that this wouldn't be able to happen at present and would need to be reviewed.

**7. Draft 2019/20 Budget** – Cllr A Comber made several recommendations to be considered and included in the 2019/20 budget. A Dougall will put this together to be reviewed and discussed at the next meeting.

**8. GDPR** – J Abbott advised the Committee that D Jimpson had been undertaking a full review of the Council's GDPR Policies and Procedures. Draft Policies were provided for

Privacy Statement, General Privacy Notice, Data Protection Policy and Subject Access Request (SAR) Policy, following the vote it was recommended for all these policies to be adopted and agreed at the next Full Council meeting. D Jimpson was one of the members of public present and she was invited to speak regarding the work she has carried out so far. D Jimpson will continue to work on GDPR for the Council and is seeking additional information and clarification from SALC.

**9. Community Engagement Session 20 October 2018** – Cllr N Beecroft-Smith advised the engagement session was very positive and almost all residents who attended were happy to stop and complete the questionnaire and engage with the Neighbourhood Plan members and Councillors who were present. Cllr Beecroft-Smith provided the committee with a copy of the data collected. There were some interesting results with 65% stating they would be prepared to pay a 10% increase to support the Town Council in providing public events and to cover services which had been cut back by other authorities. (A copy of the Opinion Poll is attached to these minutes).

**10. Other/Urgent Communications** – J Abbott informed the meeting we are still awaiting the Draft SLA for the Match Funded PCSO post. Both J Abbott and the Clerk for Rushmere St Andrew have been in correspondence with the 2025 Team at the Constabulary and both are pushing to have this information ASAP.

**11. Date of Next Meeting** - The next Finance & Governance Committee Meeting will be held on Monday 12 November 2018 at 7.15pm.

**12. Agenda Items for Next Meeting** – The committee requested for Terms of Reference to be added to the agenda for the meeting on 7 January 2019.

**13. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – The 2 members of the public left the meeting at this point (8.35pm).

**14. Confidential Staffing Issues –**

*Agenda item 14 was then discussed in the CONFIDENTIAL part of this meeting.*