

KESGRAVE TOWN COUNCIL

Minutes of the meeting of the Finance and Governance Committee held on 4 March 2019

Councillors present:

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

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 Cllrs S Fairbrother and P Mills.

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

3. Minutes of the last Meeting - held on the 7 January, the Committee received, considered and agreed following the vote.

4. Clerks/Officer Report/Update – A Dougall advised the Council's insurance is due for renewal with Zurich Insurance, this was agreed, following the vote.

(Cllr R Spittle arrived at this point – 7.20pm)

5. Members of the Public – None present.

6. Bank Reconciliation – A Dougall presented a copy of the Bank Statement to verify the balance on the Bank Reconciliation reports dated 31/01/19. Councillors received, considered and agreed following the vote.

7. Receipts and Payments – A Dougall presented accounts for January 2019, these were received, considered and agreed following the vote.

8. Internal Audit Review/Plan – A Dougall gave a brief overview, she also advised this will need to be signed at the full Town Council meeting by the Chairman of the Council. Councillors received, considered and agreed following the vote.

It was also noted that Cllr A Comber is still to conduct a review of the financial system with the RFO.

9. Risk Register and Assessments – A Dougall gave a brief overview. Cllr A Comber pointed out the Skate Park was still listed, J Abbott advised this is because the Skate Park equipment is still at the School. Cllr A Comber suggested the Match Funded PCSO, Youth Club and Library should be added to the Risk Register, even though the risk is minimal due to the Service Level Agreements, which are in place. Following a discussion, it was agreed for

these to be listed on the register under 'Service Level Agreements', minimal risk. J Abbott also highlighted the slight changes to the Risk Assessments. Councillors received, considered and agreed following the vote.

10. KTC Asset Register – A Dougall made the committee aware of the new items, which had been included (Stage, PA System, Barriers, KWMCC Play Area). Councillors received, considered and agreed following the vote.

11. KTC Meeting Schedule 2019 – J Abbott presented the proposed Calendar dates, which had been issued for consideration. Cllr D Fairbrother requested for a F&G meeting to be added for 15 July. Councillors then considered and agreed following the vote.

12. GDPR – J Abbott advised following the last meeting she and the RFO, A Dougall had discussed the GDPR ongoing work and as RFO A Dougall would like to take on this role. The Committee considered and agreed following the vote.

13. Grant Requests –

- a. **Citizens Advice Bureau Felixstowe & District** – Following a discussion it was agreed no grant would be awarded, however they would be offered use of the Office at the Millennium Jubilee Hall, free of charge, subject to availability.
- b. **Fresh Start New Beginnings** – Following a discussion it was agreed no grant be awarded, however J Abbott to contact to see if they would like a stall at the Kesgrave Fun Day and/or a stall at the Kesgrave Market for one month.
- c. **Holidays at Home (All Saint's Church)** – Cllr R Spittle apologised to the committee for not putting forward a grant request ahead of this meeting, however taking into account the date of the next proposed F&G meeting he requested for a grant for 'Holidays at Home' to be considered. The Chair Cllr D Fairbrother agreed for this be included and considered. Following a discussion, it was proposed, voted and agreed for a grant of £350 to be awarded.

(Cllr R Spittle added a pecuniary interest when item 13.c was agreed to be included – Vicar of Kesgrave)

14. Terms of Reference – J Abbott confirmed a proposed Terms of Reference had been presented for the Committee to review and consider. Following a discussion a few amendments were made, the committee then voted and agreed for the document to be proposed and accepted by full Council at the meeting on 18 March.

15. Other/Urgent Communications – J Abbott informed the committee that 2 matters concerning the Millennium Jubilee Hall need to be discussed.

- Air Conditioning unit in the Jubilee Room – the committee were made aware that there has been an ongoing issue with noise from one of the units, and despite costly works being carried out over the last 18 months the issue has not been resolved. The MJH Manager had obtain a quote for more work to be carried out but we still have no guarantee this will solve the issue. Following a discussion, it was proposed, voted and agreed for J Abbott to investigate further and seek other quotes. For a proposal to then be put to this committee via email, if a majority agree then J Abbott will proceed.
- Door Lock entry system – The current code lock system has been experiencing problems over the last months, which has caused problems with codes being able to be uploaded and hirers/users gaining entry. From speaking with various Locksmiths,

the door lock itself wouldn't be expected to last much more than 3 years, so it at least needs replacing, however, there has also been issues with the software and this appears to have been corrupted. Following a discussion, it was proposed, voted and agreed for J Abbott to obtain quotes to replace the current code lock and quotes for changing to a new entry code system. J Abbott will work with Cllr A Comber (as agreed by the committee) as he has knowledge of the system and the issues. J Abbott will then propose a solution via email to this committee and if the majority agree work will commence. The committee set a limit of £1,500.

16. Date of Next Meeting - The next Finance & Governance Committee Meeting will be held on Monday 3 June 2019 at 7.15pm.

17. Agenda Items for Next Meeting – None.

(This part of the meeting finished at 8.50pm)

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

19. Confidential Minutes of the last Meetings held on the 7 January and 18 February -

20. Tuesday and Thursday Youth Club –

21. Staffing Matters –

- a. Additional Hours for RFO (Responsible Financial Officer) –**
- b. Caretakers –**
- c. Market Manager –**

Agenda items 19, 20 and 21 were then discussed in the CONFIDENTIAL part of this meeting.

ChairmanDate.....