

FINANCE AND GOVERNANCE COMMITTEE – minutes of the meeting of the Finance and Governance Cttee held on Tuesday 4th April 2017 at 2pm in the Committee Room at the Town Hall.

In attendance; Cllrs Horwood, Allen, Betts and Bradbury.

Minutes

- 1. Apologies** – No apologies were received.
- 2. Declaration of Interest** – there were no Declarations of Interest
- 3. Matters from the public** – There were no members of the public present.
- 4. Finances to 28th February 2017 – Full package of finance reports were provided to the cttee.**

All management account reports were received and analysed against budget and figures analysed for any overspends or underspends. Discussion on specific areas where monies were committed but not yet spent. There were no areas of concern.
- 5. Publication of budget 2017-18** – The budget will be published as part of the Annual Report and details placed on the website.
- 6. Donations – to receive requests.** There were no donation requests.
- 7. New Shuttle Bus - update of finances.** *See discussion and recommendations included within the shuttle paper report as circulated to all members.*

Recommendations;

1) *Donation* - That the Reydon Parish Council donation of £4000 be accepted.

2) *Formal joint arrangement* - The basis on which a joint initiative be established is to be via the creation of a charitable governance structure. Renewal licence to be sought in the name of the newly formed charitable organisation. Trustees of the newly formed charity to be made up of an equal number of councillors from both local authorities.

Provision to be made for non-councillors from both communities to be trustees if so needed at any stage in the future.

Charitable structure to be set up during 2017 so that the new formal arrangement may commence on 1st Jan 2018.

8. To note Local Government Pension Scheme contribution rates and newsletter.

Details of the new rates payable for employee's contribution were received and noted.

SCC newsletter noted and to be circulated.

9. Update re Bacs/ online banking. SALC have advised that there is no Local

Government authorised BACS scheme that they would recommend. Councils who wish to use some form of automated system seem to do this via their own banks online banking system. Full discussion took place and there was concern that the authorisations required were not as resilient as those available when writing a cheque. The Finance Working Group confirmed that at the present time they would prefer that Council continue to write cheques. The situation can be further reviewed should suppliers begin to request payment by other means.

10. Governance matters including;

Public participation in council meetings – the SALC advisory paper advises that the public part of the Council meeting now forms part of the actual Agenda and that Standing Orders do not need to be suspended to enable the public to participate. SALC advise that it is important that there is a clear demarcation both on the Agenda and during the meeting, as to when the public session starts and finishes but that deeming the meeting to be “closed” is not appropriate. SALC advise that there is nothing to stop a Council inviting a comment from a member of the public during other parts of the meeting should it be appropriate, although this should be in a “controlled” manner and by invite from the Chairman. The public participation section should be minuted with a brief overview or summary. This to be implemented with immediate effect.

SALC annual training programme – consider for committees/ working groups. The training programme will be reviewed by the Town Clerk and appropriate training courses notified to the Chairs of relevant committees and working groups throughout the year.

SALC guidance re councillor vacancies – SALC have advised that should no full election be called then the Town Council have the opportunity to nominate the vacancy as available via co-option. Time schedule for applications and the co-opting of a Councillor rests with the Town Council. SALC advise that it is not appropriate for a co-option to take place in a confidential section of the Agenda and the Town Clerk is asking for best practice suggestions from SALC for the co-option process.

The Working Group advise that consideration will need to be made as to the best way to “interview” potential candidates and would **recommend the following;**

1) that candidates be asked to make a presentation such as “what contribution will you make to the wide-ranging work of the Town Council”?

2) It is suggested that should co-option become available, the process be with the following timetable:

April Town Council meeting – declare vacancy available to be filled via co-option.

Mid-May to mid-June - publicise vacancy and take in applications.

July – interview candidates and make decision as to the co-option.

August – new Councillor to undertake training.

September – new Councillor to take their place at Council.

Guidance – Equality Act 2010 – noted.

11. Exclusion of Public and Press: Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following;

- a) To receive update on salaries/ min wage from 1st April/ NALC pay agreement 2016 – 2018. See separate report paper and recommendations in relation to wages and salaries as attached. Fin conf 3/2017
- b) To consider way forward with regards landlords/ finance properties. See separate paper attached. Fin conf 3a/2017. No recommendations.

New Shuttle Bus - update of finances.

Recommendations;

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Provision to be made for non-councillors from both communities to be trustees if so needed at any stage in the future.
Charitable structure to be set up during 2017 so that the new formal arrangement may commence on 1st Jan 2018.

Councillor vacancy – if to be decided via co-option

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