

**FINANCE AND GOVERNANCE WORKING GROUP**

**Finance and Governance Working Group held on Tuesday 7<sup>th</sup> March 2017 at 10am in the Committee Room at the Town Hall.**

Present: Cllr Horwood (Chair), Cllr Allen, Betts, Bradbury. Also present the Town Clerk.

**AGENDA**

1. **Apologies** – There were no apologies for absence
2. **Declaration of Interest** – There were no Declarations of Interest.
3. **Finances to end January 2017** – the RFO presented the month end reconciliation for January 2017 and the reconciliation papers will be made available. No matters needed further analysis – budget as expected for moth 10.
4. **Donations – to receive requests** – request was received from Suffolk Accident Rescue Service. After full discussion **it was RECOMMENDED that a donation of £100 be made to this charity for the work that they undertake on a voluntary basis. This to be made available from the funds remaining within the Donations budget for 2016/17.**
5. **Shuttle Bus update -consideration of replacement bus.** The Chair updated members on a potential contribution from Reydon Parish Council – amount waiting to be finalised. Full details to be provided by Reydon PC in due course.

The Working Group were made aware that opportunities are being sent to the Town Hall, from a number of different companies, as they become available, and these would be passed onto the members of the Working Group for further consideration as/ when an appropriate purchase/ lease becomes available. Each opportunity has differing parameters and the working group confirmed that each opportunity would need to be considered on an individual basis and the purchase vs lease terms of each negotiated to assess which would provide the best all round deal for the Town Council.

Depending upon the contribution from Adnams for 2017/18 and the terms of any sponsorship, it was suggested that, businesses in both Reydon and Southwold be approached for sponsorship especially those on the route, including the NHS/Reydon Health Centre. Chamber of Trade in Southwold to be advised of the data on passenger numbers, which highlights the number of people who are brought into Southwold, and that they are asked for a financial contribution to support the continued provision of the shuttle bus service.

## 6. Governance matters

**Planning cttee** – following the discussion as Town Council in February 2017 the Working Group had been asked to consider the Terms of Reference and governance relating to the Planning Committee. The Committee consists of six members with a quorum of four.

Minutes evidence that the Committee is able to meet with a quorum on the majority of occasions although it was recognised that there are not always all six members attending.

The Working Group considered the role of the Planning Committee – and after discussion confirmed that the Planning Committee worked efficiently and effectively and that no recommendation to alter any of the terms of reference or the membership/quorum would be made. The Working Group acknowledged that the Planning Committee did not make decisions on planning applications – but instead made recommendations to WDC – and all Councillors were provided with the opportunity to attend the Planning Committee meetings or to make comments on any of the planning applications prior to the Planning Committee meeting. It was felt that substitutes would not be appropriate for the Planning Committee due to the specific knowledge that is required on planning to respond to the planning applications and the amount of training that may be required for an occasional use. No recommendation.

Finance and Governance working Group – the Town Clerk advised that for the Local Council Accreditation Scheme and for added transparency, it would be appropriate for the Finance Working Group to become a Committee. This would enable members of the public to attend the monthly Finance meetings. No other alterations to the Terms of Reference or membership would be required.

**It is RECOMMENDED that the terms of reference for the Finance & Governance 'Working Group' be amended to the terms of reference for the Finance & Governance 'Committee' – with no other changes being required other than admission of the public to the meetings by way of the working group becoming a cttee.**

7. **Financial Matters in progress;** - the works on the Town Council properties is ongoing and the loan will be drawn down as required.
8. **Matters for future Agenda** – it was suggested that the Working Group consider the specific role/ duties of the Deputy Mayor.

**Date of next meeting – 4<sup>th</sup> April 2017 at 2pm**

## **Recommendations**

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