



Minutes of the Meeting of the Finance and Governance Committee held on Wednesday 12th February 2020 at 10.00 am at the Committee Room at the Town Hall

Present; Cllrs Betts, Bradbury, Flunder Jordan, Ladd. Also present the Town Clerk.

1. **Apologies:** There were no apologies for absence.
2. **Declarations of interest:**
 - a) To receive any declarations of Personal Interest regarding the agenda. *Nil*
 - b) To receive any declarations of Pecuniary Interest regarding the agenda. *Nil*
 - c) To receive any request for dispensations regarding the agenda. *Nil*
3. **Matters from the public**

The purpose of the meeting is for Councillors to discuss Town Council business and whilst the attendance of electors is welcomed, they are not allowed to join in the discussions of the Councillors.

During each meeting the council will adjourn for a period for public questions. During this time, electors can put questions to the Chairman regarding matters on the agenda. Where possible, the Chairman will respond but the matter may have to be deferred and placed on a later month's agenda for discussion.
4. **Minutes of the last meeting** - the minutes of the January meeting were approved and signed and had been noted at the previous Town Council meeting.
5. **Management accounts 2019/20.**

The management accounts to end January 2020 were presented by the RFO and discussed on a line by line basis with analysis against budget code for each individual account code. The actual spend for each account code was considered against agreed budget.

There were no matters of concern to highlight noted by the Finance cttee within the 10-month accounts relating to expenditure.

With regards to income due, the cttee noted the decision of Town Council with regards to rents due and outstanding, and those rent/ lease reviews awaiting completion.

The month end management accounts and bank reconciliations for January 2020 and December 2019 were reviewed and approved by the Chair of the cttee and signed off as required.
6. **Donations** to receive requests; *Nil*
7. **Other matters**
 - a) **PCSO Service level agreement** – expiry March 2021. Detailed within agreed budget for 2020/2021.

Discussion took place about the role of the PCSO once CPE had been implemented. It was felt that as traffic management would remain a police duty there would still be a role for the PCSO in this aspect of policing within the town. It was also felt that with no other police presence, and with the police station still available for use, the continuation of the PCSO in their council funded role would be vital for Southwold. In recent weeks the PCSO has

assisted his colleagues with local investigations/ intelligence arising from recent burglaries, and drug offences, as well as assisting the Border Control force re Southwold Harbour. The PCSO SLA will need to reflect any new priorities that the Town Council would wish to incorporate. The PCSO has a number of suggestions for new initiatives that he would like to see implemented.

Recommendation; a) that STC continues funding the role of the PCSO until expiry of the SLA (31.03.2021). b) That STC works with the Suffolk Police Authority to amend the PCSO priorities set out within the SLA to include other initiatives after CPE. These initiatives to be reviewed after 6 months.

- b) **Southwold Shuttle Service** – The provision of the shuttle service needs to be reconsidered in terms of financial commitment and resources (both administration and driving). Finance cttee to consider the situation at the next cttee meeting and make a proposal to council about the future service.
- c) **Town Hall disability audit** – being carried out on 18th February 2020. Report and financial considerations to be considered at the next cttee meeting.
- d) **Pre paid cards** – The Town Clerk has contacted other councils who use such cards. The popular supplier is FairFX – cards are £10 each but that is the only fee. Card is preloaded and made available for purchases such as those needed online. Policy to be drawn up for its use and record keeping. **It was agreed to recommend that STC applies for 1 pre paid card with a pre loaded sum of £200 to be made available on it. Agreed by all to recommend to STC.**
- e) **Boating Lake Feasibility Study** – The Town Clerk advised that as per the agreement with STC, the business consultant was now approaching funders about various pots of funding that it might be appropriate to apply to for delivery of some of the priorities. Application of expression of interest has been made in the name of the Town Council to the Rural Development Fund for £55,750.00 for some of the footpath, circular trail parts of the project.
- f) **Red Cross Hut** – legal landlords cttee discussion re future tenancy arrangements will need to take place.
- g) **LATCO** – The Town Clerk advised that following the initial meeting Elysian Associates had provided the costs for setting up a LATCO and for the governance arrangements to be drawn up. Costs would be as follows;
£150 plus VAT for company limited by shares
£5000 plus Vat for company limited by guarantee
£2000 plus vat for professional fees re tax advice for the company
£9500 plus Vat for legal advice re options appraisal
£12500 - £25,000 for legal implementation and property transfer
In view of costs involved further advice will be sought as to the necessity of a LATCO for Station Yard development / and /or other property matters.

8. **Governance matters**

Sickness Absence – revised NALC Model Policy had been circulated and it is recommended by all that this policy be implemented.

Complaints Policy no alterations to Model Policy – recommended by all that this Policy be reviewed again in 24 months.

9. **Date of next meeting – Wednesday 11th March 2020 at 10am.**

***Exclusion of Public and Press:** This cttee will consider information about individuals disclosure of which would breach the obligations of a council under Data Protection Act 1998, information that is commercially sensitive including tenders/ quotes, communications from professional advisers solicitor/ surveyors, architects which is protected by legal professional privilege, legal documents such as leases which are subject to contract. All such information is subject to confidentiality. Pursuant to section 1 (2) of the Public Bodied (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) Tenders – no new tenders received.

b) Rents – Rents outstanding were considered with the landlords legal sub cttee members and following receipt of legal advice. See confidential minutes of landlords legal sub cttee.

Chair.....

Dated

Recommendations

ai) That STC continues funding the role of the PCSO until expiry of the SLA (31.03.2021).

aii) That STC works with the Suffolk Police Authority to amend the PCSO priorities set out within the SLA to include other initiatives after CPE. These initiatives to be reviewed after 6 months.

b) It was agreed to recommend that STC applies for 1 pre-paid card with a pre-loaded sum of £200 to be made available on it. Agreed by all to recommend to STC.

c) Sickness Absence – revised NALC Model Policy had been circulated and it is recommended by all that this Policy be implemented.

d) Complaints Policy - there are no alterations to the Model Policy – recommended by all that this Policy be reviewed again in 24 months.