



Minutes of the Meeting of the Finance and Governance Committee held on 25th April 2019 at 9.30am at the Committee room at the Town Hall

Present; Cllrs Betts, Bradbury, Palmer, Windell - Also present the Town Clerk.

Agenda

1. *Apologies for absence* – apologies for absence were received from.
2. *Declarations of Interest* – nil.
3. *Matters from the public* – there were no members of the public present.
4. *Minutes of the last meeting* – the minutes of the March meeting were approved and signed and had been noted at the March Town Council meeting.
5. *Finances 18/19 and Audit requirements.*

The month 12 finalised accounts were discussed on a line by line basis against budget with draft underspends and overspends for the year discussed individually.

The Town Clerk highlighted that the virements from the previous month had all been completed and that final checks had been made to ensure that all income and expenditure was annotated to the correct account code. The accounting software has been completed for year end with all debtors and creditors noted.

The Committee considered the final year to date expenditure to date against budget for each account code. Reserve coding's were considered and agreed as being in line with council policy projects and requirements. Reserves Policy updated and confirmed.

The Town Clerk suggested that further discussions were required by the F and G cttee at a future meeting re the funding of the shuttle for 2019/20 in view of the unsuccessful application for charitable status.

The new Town Council will also need to confirm priority projects in order for F and G cttee to consider the availability of funds for each.

The Town Clerk explained the SALC internal audit requirements and the documentation required. All documents being requested will be made available for the Internal Audit on 23rd May 2019. Terms of Reference of SALC Internal Audit as per the attached. Terms of Reference noted by the cttee and will be recommended for approval by Town Council for 2019/20.

Finance and Governance cttee will recommend that SALC continue to be the Internal Auditor for 2019/20 and that their Terms of Reference for 2019/20, as noted by the cttee, will be recommended for approval by Town Council.

Internal Controls – Cllr Betts has carried out the quarterly internal control checks as required throughout the year – the final review was carried out following the year end software closure.

6. *Donations – to receive requests – Southwold Rotary Women on Wheels request £150 towards cost of first aiders for the event. It was agreed by all that this request should be recommended to council. All agreed.*

7. *Consider quotes for works including Town Hall chamber microphone system, and bike store works.*

Microphone system for chamber – 3 quotes received for a portable unit gooseneck microphone system which would be suitable for use when standing or sitting. Both suppliers supply other councils and local authority departments.

- 1) CDEC - £12,535 plus VAT. Optional one-year 24/7 service contract £1,600. Optional annual visit to site and annual software update £650.
- 2) V P Bastion - Televic system £13,059.25 plus vat
- 3) V P Bastion – Bosch system £13,965 plus vat

In addition, a Sound Reinforcement and Distribution and Control system will cost £3981.96.

Technical advice is being sought and a recommendation over the most appropriate system will be sought for approval at the next town council meeting.

In addition, an assisted listening system for the Chamber will cost £1710 – it is recommended that the Town Council approve this purchase.

It is recommended that a budget of £20,000 be approved for the purchase/ installation of an audio system for the Chamber. Delegated auth to F and G cttee to purchase the most suitable.

Bike store works – First stage of the bike store works will be to remove the existing dilapidated roof – as budgeted from CIL funds. Norse to carry out these works. Nick Attfield at the Swan Hotel to be kept advised. Once removed the size/ dimensions of the store will be come more apparent and design/ siting of cycle racks etc can then be determined.

8. *Audit – 2018-19 – see above.*

9. *Online Banking – Lloyds Bank now has a system whereby authorisation of payments can be made by a 2-stage process. Auditor to be asked for confirmation as to whether this system would now fit in with audit requirements.*

Governance matters

10. *Terms of reference for representatives on other groups*

The Town Council has representatives on a variety of outside bodies within the local area.

Representation may be for a number of reasons such as: -

- a) The work of the outside body or group directly affecting Council business, services, land or property;
- b) The body or group specifically requesting a Council representative;

- c) It being considered key that the Council is aware of the work the body or group is undertaking due to its impact on the village, its residents or visitors;
- d) The body or group being an opportunity to liaise with other external companies or authorities in the interests of the village, its residents or visitors; or
- e) The Council having a financial interest or commitment with the body or group and/or its function

A Council representative represents the Council as a whole, rather than acting in a personal capacity. This means that the representative must always act in accordance with Council policies and procedures, the Member's Code of Conduct and bear in mind the limitations of the Council as a corporate body.

The representative allows its outside body to gain access to the expertise and knowledge of the Council and also ensures the Council is kept up to date with the actions and future plans of the body. The aim is that all interested parties are working together and communicating effectively for the benefit of the village, its residents and visitors.

The representative should attend as many meetings of an outside body as they are reasonably able to and send apologies if they are not. They may ask another Councillor to substitute for them in their absence if the outside body is willing.

To avoid conflict of interests such representatives should not be a member of the respective group to which they are being asked to represent the council, as their role is to sit and listen to discussions rather than to take part in them.

In order for both the outside body and Council to benefit from the representation, it is important that regular updates are reported back to Council by the representative.

11. *Committees/ membership/ and their Governance Structures and Terms of Reference*
Terms of Reference/ Governance structures updated for each.

Finance and Governance cttee recommend that SALC continue to be the Internal Auditor for 2019/20 and that the Terms of Reference for 2019/20 as noted by the cttee are recommended for approval by Town Council.

Southwold Rotary - Women on Wheels event request £150 towards cost of first aiders for the event. It was agreed by all that this request should be recommended to council. All agreed.

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