

**Minutes of the FINANCE AND GOVERNANCE COMMITTEE meeting held 30<sup>th</sup>  
August 2022 at 10am at Town Hall FIN REP 08.2022**



Present – Cllr Betts, Cllr Bradbury, Cllr Flunder, Cllr Jordan, Cllr Ladd. Also, Present Town Clerk

1. **Apologies:** To receive apologies for absence – Nil

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 on matters relating to matters on the agenda**

Nil

4. **Notes of the last meeting Fin Rep 07.2022**

Notes had been to STC full council meeting.

5. **Management accounts 2022-2023.**

Mgt accounts – see documents attached for the month end July 2022.

The Town Clerk presented the mgt accounts for the first 4 months highlighting transactions on a line-by-line basis.

See attached.

The annotated mgt accounts were explained and discussed with specific reference to.

Income

Interest – at £1999 reflects balances held. Discussion about looking around for best products for interest.

Fair site rent – will come in Aug mgt accounts.

Kilcock toilets – these were vandalised 2022 and have not been taking funds for past week

Grants - Millennium Foundation are due to pay back the £10k donation in due course

Cil - £4733 was received April 2022

Car charging – income is due

Insurance contributions are to be collected

Expenditure

Grant expenditure - £8137 relates to jubilee and RDPE grant

Insurance – was paid in previous years' accounts for all of 2022

Subs £768 are SALC and ATCM

Annual events expenditure includes Jubilee

Prof fees Station Rd £43866 are being paid only once confirmation is received from Project Mgrs. that the work has been carried out as expected and is in line with the Project Budget. Project Board area moving the project forward and dealing with any practical issues as they arise. Cllrs Bradbury and Flunder to meet Oct to go through cashflow etc. CCF and SGIF grant claims to be made before year end.

Allowances £100 represent Sgt at mace allowance for half year

Donations covers pledges made too

Kilcock toilets – in credit due to non-receipt of ESC / Norse invoice

Total income for the first quarter was £155,052 whilst total expenditure was £110,654. No loan repayment has been due.

Balance sheet presented to all members.

After full discussion, there were no matters of concern to highlight noted by the Finance Cttee within the 4-month accounts relating to expenditure or income.

The month end management accounts and bank reconciliations for July 2022 were reviewed and approved by the Chair of the Cttee and signed off as required.

Town Co-ordinator – it was suggested that Karen be asked to do a short bio of herself so that a media release can go out about Karen and the role that she is doing. Bus Assn to be asked to circulate that to members too.

6. **Grants to apply for and donation requests** – update of those received and any new opportunities/ requests.  
RDPE grant to be claimed Sept/ Oct. Boating lake Lottery application to be progressed on receipt of ownership map

## 7 Governance

Data Protection compliance including Cyber security - Councillor training/ information  
Councillor IT – to consider the ‘Bring your own device’ Policy.

**Discussion – it was recommended that the ‘Bring your own device’ policy be implemented in the short term – see below for longer term policy.**

Further discussion about cyber security and whether councillors should be issued with a council device as added protection.

Budget 2023/ 2024 – to include budget for council devices for councillors.

## 8. If Required

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

Property rental matters/consideration of commercial quotes/ staffing matters

Nil

**Cyber Protection - it is recommended that the ‘Bring your own device’ policy be implemented in the short term for councillors using own IT equipment for town council business.**

This to be reviewed as part of the budget setting 2023/2024 when council can consider the possible provision of IT for councillors.