



Meeting of the Finance and Governance Cttee held on Monday 17th September 2018 at 2.30pm in the Committee Room at the Town Hall.

Present; Cllrs Betts (Chair), Bradbury, Palmer. Also present the Town Clerk.

Agenda

1. *Apologies for absence* – Apologies for absence were received from Cllr Windell.
2. *Declarations of Interest* – nil.
3. *Matters from the public* - there were no members of the public present.
4. *Minutes of the last meeting* – these had been noted at the July Town Council meeting.
5. *Management accounts 2018/19* - Management accounts for the five months to August 2018 were presented by the RFO and discussed on a line by line basis with analysis against budget for each individual account code. There were no matters of concern noted by the Finance Committee regarding the month 5 mgt accounts. Members noted that invoices would be issued for the monies due from WDC for the recycling facilities and the tenants would be invoiced for their insurance premium contributions in Oct 2018. RFO advised that account code entries on Code 1130 Fair Site rents would be reviewed.

The L and E committed expenditure report was provided to provide details of the allocation of the committed budget.

Shuttle – it was noted that no donation has yet been received from Reydon Parish Council towards the operation of this community service. Shuttle to be a separate agenda item for the next finance cttee meeting.

6. *Donations – to receive requests* - (*Donations budget 2018/19 = £4000. Committed to date £150*)
 - a) Request received for a donation of £200 to the Southwold and Reydon Society to assist with the cost of biodegradable doggie bags. Cost for 25000 bags is £500. Reydon p c has offered to contribute £200. Doggie Bins are located throughout the Town and on the Common. It is suggested that STC contributes £100 and that the Common Trust also be asked to contribute £100. **It is the recommendation of the Finance Committee that a donation of £100 be made to the S and R Society towards the cost of biodegradable doggie bags. It was suggested that S and R Society be asked to make a similar request to the Common Trust. Proposed by Cllr Palmer, seconded by Cllr Bradbury and agreed by all.**

b) Request received from Southwold and Reydon Corps of Drums for a donation of £500 to cover the costs of their insurances, and practice room hire to enable them to support the Town Council to be available for the Remembrance Day events on 11th November 2018. Having folded last year, they no longer have insurance cover – and the policy therefore needs to be reinstated. Corps of Drums would have up to 11 members available – all of whom would give their time free.

It is the recommendation of the Finance Committee that a donation of £500 be made to the S and R C of D to enable them to take part in the Remembrance Day commemorations. Proposed by Cllr Palmer, seconded by Cllr Bradbury and agreed by all.

7 Consider quotes for works – marshes drainage.

The Finance cttee had been asked by the L and E cttee to consider the 2 quotes for the marshes drainage works by the Busscreek/ Pony Marshes as the cost exceeds the L and E delegated budget of £3000.

Quote a – £10,126 plus Vat

Quote b - £15,723 plus Vat.

It was noted that these works have not been included in the budget for 2018/19.

It was noted that from the Land E report that the Millennium Foundation would make their Flood Risk Assessment available to the Town Council. This report may determine the priority required for the works. There is therefore no recommendation from Finance Cttee as to whether the works are considered a priority at this present time.

Governance matters

8. *General Data Protection including; Cllr email addresses/ Business Cards* – A request had been received for councillors to have business cards incorporating their councillor e mail address. Cost of 50 cards per councillor would be £60. With possible changes to councillors in 2019, it was considered that this request should be reconsidered after the 2019 election.

9. *Note and adopt amendment to Model Standing Orders* – **Nalc provided 3 amendments to the Model Standing Orders – see attached. It is recommended that these be adopted enbloc.**

Recommendations

It is the recommendation of the Finance Committee that a donation of £100 be made to the S and R Society towards the cost of biodegradable doggie bags. It was suggested that S and R Society be asked to make a similar request to the Common Trust.

It is the recommendation of the Finance Committee that a donation of £500 be made to the S and R Cof D to enable them to take part in the Remembrance Day commemorations.

Nalc provided 3 amendments to the Model Standing Orders – see attached. It is recommended that these be adopted enbloc.

Plus consider marshes drainage agenda item 7. No recommendation.