

**MINUTES FINANCE AND GOVERNANCE COMMITTEE meeting held Thursday  
16<sup>th</sup> June 2022 at 9.30am at Town Hall**

**FIN REP 06.2022**



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

1. **Apologies:** To receive apologies for absence. No Apologies.
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**

A member of public had sent in some questions regarding the Station Road project which were replied to within this section.

Queries as below.

1. Cost of construction tender? – public advised that this has not yet been accepted.
2. What is the committee doing to mitigate the rising build costs? Public advised that this is a fixed price tender.
3. The Council has acknowledged a significant shortfall in the building cost. How is this gap being met? Public were advised that the present funding gap will be covered by other funders.
4. The Operator has been identified, what are the financial benefits to STC? Public were advised that there will be a return to the council from the operator after year 1 of operating, whilst there will be economic benefit to many through non-financial benefits.

**4. Minutes of the last meeting Fin Rep 05.2022**

On the proposal of Cllr Betts, seconded by Cllr Ladd the minutes were agreed by all.

*Cllr Betts left the meeting – it was agreed that Cllr Flunder would Chair the remainder of the meeting.*

**5. Management accounts and Budget 2022-2023 including Station Road redevelopment Project.**

*Station Road redevelopment project.* Members met with the Project Managers for an update on the project and a q and a session.

Full Council meeting to be held next week to decide whether the construction project is to go ahead.

Communicating Decision from Council Meeting to be held on 22<sup>nd</sup> June 2022.

**Recommendation and discussion around the form of public communication that should occur whatever the council decision on the St Yard regeneration project on 22<sup>nd</sup> June 2022. It was suggested that a form of public communication take place. The project team confirmed that comms. was within the role required from the contractor too, essentially to include neighbouring properties etc. Recommendation that comms be considered.**

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

The Town Clerk presented the mgt accounts highlighting transactions on a line by line basis.

First half precept £59305 received.

Kilcock toilets now open.

Cil £4733 received April 2022.

Insurances to be recharged.

Total income £100,373.

Subscriptions – SALC subs paid.

Town manager – last payment made in respect of contract ending 31<sup>st</sup> March 2022.

Expenditure -£67258 in view of invoices accounted for at year end but not yet received.

6. **Grants** – update. A summary of grants received in 2021.22 was available within the year-end mgt accounts. National Lottery community fund grant had been received for Southwold/Reydon jubilee community events.

*To receive Donation requests – Nil*

7. **CIL** - updated 2022 to show present balances and timescales for spend. Sustainable travel group have a project involving signage and it was suggested that CIL funding could be allocated to this project.

Discussion regarding signage around the Harbour. It was noted that the Harbour Rd is within the remit of HMC. Following discussion SCC Ladd offered to fund a Traffic Mgt survey in respect of the traffic using the harbour – and will e mail SCC officers to get this established.

It was suggested that if the Sustainable travel grp are asked to consider signage going around the Harbour, then the Harbourmaster should be invited to attend.

8. **UK Shared Prosperity Fund (UKSPF)**, - ESC Survey to complete. Circulated to all.

9. **Pension re-enrolment to note dates** – noted

## Governance

10. **Policy for consideration/ acceptance of apologies for absence.**

**Approval of absences – the legislation was noted regarding the approval of Councillor absences. It is recommended that absences be considered for approval in the following instances.**

a) **Work commitments**

b) **Ill Health**

**All other apologies for absence to be ‘noted’ in the usual way.**

11. **Policy for election of Mayor/ Deputy Mayor** – to consider

**Following various debates on this topic, it was agreed to recommend that the succession planning for the role of Town Mayor be reviewed and brought into line with the majority of other councils whereby the tradition becomes that the person putting themselves forward as Deputy Mayor does so with the intention of subsequently standing for the office of Mayor in the following year.**

It was felt that this would give the Deputy Mayor the opportunity to ‘learn the ropes’ and, if required, take on some of the civic invites received. It would also provide an opportunity for that person to consider whether they would want to take on the role of Town Mayor together with the commitment that that entails, as well as providing members the opportunity to consider whether the person would be their preferred choice for election to Town Mayor.

In any event, there is no automatic right to become Mayor, from being Deputy Mayor, - the election would be held in the legal manner at the Annual Council Meeting in May annually.

**12. Voting for nomination of Chairman – (known as Town Mayor), and Vice Chairman (known as Deputy Mayor).**

Standing Orders presently advise that nominations are cast by a show of hands as with all voting in council. It was considered that for the annual election of Chairman and Deputy Chairman a system of voting by written ballot might be appropriate. After reference to SALC, it has been confirmed that the standing orders could be amended to permit this. However, NALC has previously advised that a request for a recorded vote would supersede the policy written in the standing orders, and in that instance a written ballot could not be taken.

Schedule 12 para 13 (1) and 13(2) refers.

**To be considered by Full Council.**

**13. Cyber security policies and provisions and use of personal e mail addresses –.** The town Clerk provided the GDPR regulations and information regarding the use of n on council e mail addresses. All councillors have been provided with the council e mail address to use for council correspondence. Training for Cllrs to be considered on a future agenda

**14. If Required**

**Exclusion of Public and Press:** *Pursuant to section 1 (2) of the Public Bodied (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