

Minutes of meeting held on Wednesday 23<sup>rd</sup> January 2019 at 3.30pm

Present; Cllrs Betts(Chair) , Bradbury and Windell. Also present Town Clerk.

Agenda items

1. *Apologies for absence* – apologies were received from Cllr Palmer
2. *Declarations of interest* – there were no declarations of interest.
3. *Matters from the public* –there were no members of the public in attendance.
4. *Minutes of the last meeting* – these had been noted and approved.
5. *Management accounts 2018/19* – Management accounts for the 9 months to December 2018 were presented by the RFO and discussed on a line by line basis with analysis against budget code for each individual account code.  
Sale proceeds from 5 Strickland Place have been received.  
There were no matters of concern noted by the Finance cttee within the 9 month accounts.  
Present CIL monies are allocated for the bike store at the back of the town hall. It was suggested that any additional CIL monies be considered for marshes drainage works.  
Some inter code transfers need to take place to ensure annotations are within correct account codes before year end ie WDC recycling contribution.  
Sales ledger reports were provided to the ctte – invoices have been raised for all receipts owed.
6. *Donation requests*- Donation request received from Arts Festival for contribution to new flags / flagpoles for the town as the present poles are in such a poor condition that they cannot be repaired or used in 2019. (Note that the bunting from 2018 will be able to be reused in 2019).  
**Total cost of the new flags/ flagpoles is being ascertained for notification prior to the meeting. It was proposed that the Town Council provide a donation of up to £1250 towards the total costs.**  
**(Donations budget £4000. Allocated to date £1750).**
7. *Quotes for works* –Property works to be approved at full council. These are within the capital repair/ loan budgets. No other quotes to consider.
8. *Town Hall phasing works* report – to come before full council once available.
9. *Election fees* – WDC has confirmed fees of £1187.57 will be payable for the election on 2<sup>nd</sup> May 2019.
10. *Precept 2019/20* – to be agreed by Council on 29<sup>th</sup> January 2019.

Governance

*Staff Policies to be reviewed*; Disciplinary rules, Electronic information and communication, Equal opportunities, Grievance.

**The ctte reviewed the policies. The policies were compared to the SALC model policies and are still current. It recommended that the policies be approved.**

Other

*Procedure for the election of Mayor / Deputy Mayor* – following debate in council the Ctte had been asked to refine the procedures being proposed. The suggested procedures were considered at length and refined. **Full Council to be asked to consider and, if deemed appropriate, to approve the procedures for the 2019 election.**

*Committees / membership and Governance structure* – this to be considered in full at the next meeting.

Next meeting – Thursday 14<sup>th</sup> February at 10.30am.

***Donation* request received from Arts Festival for contribution to new flags / flagpoles for the town as the present poles are in such a poor condition that they cannot be repaired or used in 2019. It is proposed that the Town Council provide a donation up to £1250 towards the full costs.**

***Staff Policies to be reviewed;* Disciplinary rules, Electronic information and communication, Equal opportunities, Grievance. The ctte reviewed the policies. The policies were compared to the SALC model policies and are still current. It recommended that the policies be approved.**

***Procedure for the election of Mayor / Deputy Mayor.* Full Council to be asked to consider and, if deemed appropriate, to approve the procedures attached for the 2019 election.**