



## Minutes of the Meeting of the Finance and Governance Committee held on Thursday 14<sup>th</sup> February 2019 at 10.30am at the Town Hall

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

### Agenda

1. *Apologies for absence* – No apologies for absence.
2. *Declarations of Interest* – nil.
3. *Matters from the public* - there were no members of the public present
4. *Minutes of the previous meeting* – agreed and approved and noted at Full Council.

5. *Management accounts 2018/19* - Management accounts for the 10 months to January 2019 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.

**Recommendation 1) The Town Clerk asked for permission to place these monies (net of professional fees incurred in the sale) to a separate interest bearing account.**

There were no matters of concern noted by the Finance cttee within the 10 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.

Inter account code transfers need to take place to ensure annotations are within correct account codes before year end;

a) shuttle donations need to be transferred from code 1528 to 1140.

Sales ledger reports were provided to the cttee – invoices have been raised for all receipts owed.

6. *Donation requests* – no requests received.
7. *Quotes for works / Town Hall works – financing of;*  
**Town Hall works** – Cllr Palmer had drafted a paper on a phasing of the Town Hall works for consideration by the cttee. Discussion re the various options which council ought to consider.  
**Recommendation 2) Town Hall works revised options appraisal as attached for full council consideration. No recommendation from finance cttee**

## **Town Council Chamber**

Quotes are being received for purchase and laying of carpet, and for complete redecoration of chamber to enable it to be brought into use in May 2019.

*Sound system* – it is considered that a better quality sound system is required for use in the chamber.

Mention was made of the system that WDC use – i.e. microphones on the council table shared between 2 councillors.

It was considered that this would enhance the ability for members of the public to follow council proceedings – however it would require a change to the present Town Council Standing Orders which requires all councillors to stand to speak.

**Recommendation 3 – Standing Orders re requirement to stand to speak** - Council are asked to consider whether the requirement to stand to speak could be changed, should a sound system similar to that of WDC be considered a positive way forward. If councillors are still to be required to stand to speak, then microphones from the ceiling may need to be considered, or alternatively individual microphones would need to be attached to each councillor. *No recommendation from finance cttee.*

8. *Audit arrangements* – dates have been arranged for closure of year end accounts and internal audit by SALC.
9. *Review of professional service providers* – this to be considered on next agenda.
10. *Property repair schedule.* The RFO provided the cttee with the original repair schedule from 2016 – which noted repairs for the properties assessed at £871,766. Some repairs have been carried out and some are now scheduled to take place. Property repair schedule to be updated and considered at next meeting.

### *Governance matters;*

*Policies to review;* To be considered at next meeting.

### *Other*

*Tourism Levy* – Edinburgh has now considered and agreed a tourism levy. This however will require Scottish Parliament legislation to enable the City of Edinburgh Council to introduce the scheme. Council to watch as this case progresses.

*Committees/membership and Governance Structures* – to be considered at next meeting

Next meeting date – to be agreed.

DRAFT