



Minutes of the Meeting of the Finance and Governance Committee held on Monday 18th March 2019 at 10.00 am at the Town Hall

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

Agenda

1. *Apologies for absence* – Cllrs Betts.
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 11 months to February 2019 were presented by the RFO and discussed on a line by line basis with analysis against budget code for each individual account code.
There were no matters of concern noted by the Finance cttee within the 11 month accounts.
Inter account code transfers need to take place to ensure annotations are within correct account codes before year end including shuttle donations which 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 Council Chamber
Quotes had been received for purchase and laying of carpet, and for complete redecoration of chamber to enable it to be brought into use in May 2019.

Quotes for decorating – 2 quotes received. Other tradesmen invited to quote but declined in view of the timescales required;
 - 1) £2450.00 – 2 people over 6 days – *subsequently advised that cannot do the job due to ill health.*
 - 2) £3304.70 – 1 person over 3 weeks.**It is therefore recommended that Quote number 2 be approved.**

Quotes for carpet – 1 quote received.

Southwold Carpets – repair flooring, fit new underlay and carpet for whole of chamber - £7676.39. (Insurance payment received £5450)

It is recommended that Southwold Carpets be appointed for the flooring.

Sound system – Enquiries are continuing re a sound system for the Chamber. The WDC portable speakers have been tried in the council chamber and seem to work effectively – although longer microphone necks will be required for standing and speaking. Quotes being obtained.

8. *Other finance matters;*

- Marsh Drainage works – these are incorporated in budget 20189/20 and quotes will now be obtained.
- Review of professional service providers – this to be considered on next agenda.
- 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 circulated.
- Camping Field – Further to previous discussions by this cttee, and the decisions made regarding the future of the Harbour Lands on 15th March 2019, the Finance and Governance cttee suggest that it would now be opportune for it to enter into discussions with the District Council regarding income relating to the camping field. **It is recommended that the Finance and Governance cttee now request an initial meeting with the District Council to discuss the matter.**

9. *Audit arrangements* – dates have been arranged for closure of year end accounts and internal audit by SALC. The documents for external audit will be available during to download over the next week and a webinar is being provided for clerks re completion of the documentation.

10. *Crime and Cyber Insurance addition*- the Town Clerk has made enquiries re this insurance addition as part of the financial risk assessment. This would enable council to mitigate its risk of digital threats such as data breaches, hacking, ransomware, phishing, fraud. Premiums are sector related and provide limits of £50 - £150k for Crime and £100k - £300k for cyber. Min cover of £50k crime and £100k cyber cover would cost £250.

In view of the possibility of breaches and the potential damage to reputation, it is recommended that to reduce risk cover is placed for Crime and Cyber insurance., It

is recommended that the minimum level of cover is taken at the present time at a premium of £250 per annum.

- 11. Section 137 limit for 2019/20 to note;** the Ministry of Housing, communities and Local Government has confirmed that the appropriate sum for parish councils for section 137(4)(a) of the Local Government Act 1972 for 2019-20 is £8.12 (per elector)

Governance matters

Policies to review;

Social media policy for councillors – review date 2019. In view of the continuing and increasing use of social media and the varying platforms now available, it is considered that the Town Council policy needs updating and revising to reflect the principles of the Suffolk Code of Conduct. Revised policy as attached.

It was noted that new Code of Conduct regulations are presently being considered nationally and the policy will need to be considered again once these have been agreed and adopted.

It is recommended that the revised social media policy for councillors be adopted by Southwold Town Council and reviewed in 12 months.

Committees/membership and Governance Structures – still to be considered.

Next meeting date – to be agreed.

- 1) Town Council Chamber – quotes for decorating. It is recommended that Quote for £3304.70 be approved.**
- 2) Town Council Chamber Carpet – repair flooring, fit new underlay and carpet for whole of chamber - £7676.39. (Insurance payment received £5450). It is recommended that this quote be approved for the flooring.**
- 3) Camping Field - It is recommended that the Finance and Governance cttee request an initial meeting with the District Council to discuss income from this field.**
- 4) Crime and Cyber Insurance - In view of the possibility of breaches and the potential damage to reputation, it is recommended that to reduce risk cover is placed for Crime and Cyber insurance., It is recommended that the minimum level of cover is taken at the present time at a premium of £250 per annum.**
- 5) Social Media Policy - It is recommended that the revised social media policy for councillors be adopted by Southwold Town Council and reviewed again in 12 months.**