

Minutes of a Meeting of the Finance and Governance Committee held in the Committee Room at Town Hall on Wednesday 22nd May 2024 at 6pm.

PRESENT: Richard Stubbings
Barry Darch
Christine Wheeler (Chair)
Gillian Birrell (from Item 8ii)
Colin Hill
Daniel Smith

IN ATTENDANCE: Paul Cunningham (Town Clerk)
Cllr Peter Shannon

MEMBERS OF THE PUBLIC: 0

1. To elect a Chair of the Committee

Cllr Stubbings proposed that Cllr Wheeler be elected Chair. This was seconded by Cllr Darch. There being no further nominations, a vote was taken which was in favour and it was therefore

RESOLVED To elect Chistine Wheeler as Chair of the Committee for 2024-25.

Cllr Wheeler noted that her role as Chair was conditional on her being elected to the committee as a representative from DCSP Committee.

2. To receive apologies for absence

Apologies were received from Cllrs Chidley, Lahin and Greenhill.

3. To receive Declarations of Interest or any requests for the granting of dispensations in relation to any Disclosable Pecuniary Interests in items on the agenda

There were none.

4. To accept for accuracy and adoption the minutes of the Finance and Governance Committee meeting held on Monday 22nd April 2024

RESOLVED To accept for accuracy and adoption the minutes of the Finance and Governance Committee meeting held on Monday 22nd April 2024.

5. To receive an update from Town Clerk on the action points from the last meeting

Signed:..... 10th July 2024
Finance & Governance Committee Chair

Town Clerk noted that all of the action points had been carried out. He noted that there had been no further feedback from the proponents concerning the 'Battery Box' proposal at Waveney Meadow.

6. To consider the Annual Governance Statement, Statement of Accounts and Internal Audit Report

Councillors noted these documents, including that there were no outstanding issue from the Internal Audit report. Councillors thanked the RFO and Town Clerk for their work in achieving this result. Chair noted that the comment on page 4 of the audit report regarding the review of standing Orders not having taken place in the last year was because the Town Clerk had been waiting for the new model Financial Regulations to be published, so that the Standing Orders and Financial Regulations could be reviewed at the same time. Town Clerk reported that the model Financial Regulations had now been published and would be considered by the committee at its next meeting.

Councillor Stubbings proposed that all three documents be recommended to full council for approval. This was seconded by Cllr Darch, a vote was taken which was unanimously in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To approve the Annual Governance Statement, Statement of Accounts and Internal Audit Report.

7. To agree to rent the electric van from Beccles Fenland Charity Trust at a a cost of £220 per month

Councillor Stubbings proposed that this be agreed. This was seconded by Cllr Darch, a vote was taken which was unanimously in favour and it was therefore

RESOLVED To rent the electric van from Beccles Fenland Charity Trust at a a cost of £220 per month.

8. To consider grant applications as follows:

i Beccles Hospital Garden

Chair noted that the Hospital League of Friends had significant funds and that the Hospice had an even larger balance. She reported that the league of friends had contributed £1,000 towards the project and that she had asked the hospice if they had contributed and was yet to receive a reply. She therefore recommended that consideration of the application be deferred to the next meeting and this was agreed.

ii Saltgate Arts

Councillors noted that the applicant was a limited company which was seeking CIC status but that such status had not yet been granted. Cllr Stubbings suggested that consideration of the application be deferred until the applicant had been granted CIC status and that the applicant confirm arrangements for when the gallery would be open

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Finance & Governance Committee Chair

to the public.

iii Support with 'Fairtrade' Kenya visitor

Councillors noted that the Fairtrade group had declined to complete an application form. Cllr Darch commented that the request could not be considered without an application form being submitted and Town Clerk was asked to report this back to Fairtrade group.

9. To review budget responsibilities in Terms of Reference for committees

Councillors considered the Town Clerk's suggested changes to the Terms of Reference for both Assets & Estates and Development, Commerce & Strategic Planning committees.

Councillor Stubbings proposed that proposed changes be recommended to full council for approval. This was seconded by Cllr Smith, a vote was taken which was unanimously in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To approve the changes to budget responsibilities for both Assets & Estates and Development, Commerce & Strategic Planning committees.

10. To agree the date of next meeting and to agree the schedule of meetings for 2024-25

Councillors agreed that the meetings should be held on fourth Wednesday of each month at 6pm from August onwards, but that the next meeting should be held on Wednesday 10th July 2024 at 6pm.

11. ADMISSION TO MEETINGS - PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 IT IS PROPOSED THAT, BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED, THE PUBLIC AND PRESS LEAVE THE MEETING DURING CONSIDERATION OF THE REMAINING MATTERS

RESOLVED That because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the remaining matters.

12. To consider arrangement for the management of 42 Blyburgate

This was discussed, and a proposal agreed.

13. To consider a confidential property issue

This was discussed, and a proposal agreed.

Signed:..... 10th July 2024
Finance & Governance Committee Chair

Meeting closed at 6.28pm.

ACTION POINTS

Agenda Item	What?	By Whom?	By When?
7	Rent electric van from BFCT at £220 pcm	RFO	Once purchase confirmed
8i	Inform applicant that item has been deferred to next meeting	Town Clerk	Asap
8ii	Inform applicant that item has been deferred to next meeting pending their CIC status	Town Clerk	Asap
8iii	Inform Fairtrade group that they need to complete application form	Town Clerk	Asap

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Finance & Governance Committee Chair