

Minutes of a Meeting of the Finance and Governance Committee held in the Council Chamber on Monday 26th June 2023 at 6pm.

PRESENT: Richard Stubbings
Barry Darch
Chris Greenhill
Christine Wheeler (Chair)
Tarek Lahin
Colin Hill

IN ATTENDANCE: Paul Cunningham (Town Clerk)

MEMBERS OF THE PUBLIC: 0

1. To elect a Chair of the Committee

Cllr Stubbings proposed that Cllr Wheeler be elected as Chair. This was seconded by Cllr Hill, a vote was taken which was in favour and it was therefore

RESOLVED To elect Cllr Christine Wheeler as Chair of the Finance & Governance Committee for 2023-24.

2. To receive apologies for absence

Apologies were received from Cllrs Chidley and Birrell. Cllrs Osborne and Smith were not present.

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 27th March 2023

RESOLVED To accept for accuracy and adoption the minutes of the Finance and Governance Committee meeting held on Monday 27th March 2023.

5. To elect a Deputy Chair of the Committee

Cllr Hill proposed that Cllr Stubbings be elected as Deputy Chair. This was seconded by Cllr Greenhill, a vote was taken which was in favour and it was therefore

Signed:..... 24th August 2023
Finance & Governance Committee Chair

RESOLVED To elect Cllr Richard Stubbings as Deputy Chair of the Finance & Governance Committee for 2023-24.

6. To review the Internal Audit Report for 2022-23 and to consider the recommendations

Councillors considered the report and the recommendations therein. Following a discussion, Chair proposed that the following actions be agreed:

that the list of payments approved be appended to the minutes when these are posted on the council website (Section 3, Page 6 of report);
that the level of reserves, including earmarked reserves, is reviewed at a future meeting of the Committee (Section 5, Page 12);
that the Asset Register be reviewed at a future meeting of the Committee (Section 9, Page 16);
that the bank reconciliation be checked and signed monthly by Deputy Chair, and that these be reviewed quarterly by Chair (Section 10, Pages 17-18);
that the notice of conclusion of the audit be published on the council's website (Section 11, Page 20);
that the appointment of the internal auditor for 2023-24 be approved by the Committee (Section 12, Page 21).

This was seconded by Cllr Greenhill, a vote was taken which was in favour and it was therefore

RESOLVED To approve the actions above arising from the Internal Audit report.

7. To review the following policies

i Internal Controls

Councillors discussed the draft policy. They noted that the Committee name was incorrect in Section 4. They further noted that the job descriptions referenced in Section 3.2 would be reviewed by Personnel Committee by 2026.

Cllr Stubbings proposed that, subject to the amendment to the Committee name in Section 4, the policy be recommended for approval. This was seconded by Cllr Hill, a vote was taken which was in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To approve the Internal Controls policy, subject to the correction of the committee name in Section 4.

ii Investment Strategy

Councillors discussed the draft policy. Chair suggested that the reference to investing in public bodies in Section 4.1 of the report be removed. Clerk suggested that this could be replaced with a reference to 'Investment bodies covering the Local Authority Sector'. Cllr Stubbings proposed that the draft policy be recommended for approval, subject to the amendments above. This was seconded by Cllr Greenhill, a vote was taken which was in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To approve the Internal Controls policy,

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Finance & Governance Committee Chair

subject to the changes to Section 4.1.

8. To consider creating a Procurement Policy

Councillors discussed a potential policy. Cllr Stubbings suggested that council should review the procurement parts of the Financial Regulations, rather than create an additional document. Cllr Darch proposed that the Clerk work with Chair and Deputy Chair to revise the procurement parts of the Financial Regulations, for consideration at a future meeting of the committee. This was seconded by Cllr Hill, a vote was taken which was in favour and it was therefore

RESOLVED For Clerk to work with Chair and Deputy Chair to draft revisions to the procurement section of the Financial Regulations, for consideration at a future meeting of the committee.

9. To consider creating a 'Dignity at Work' policy as part of 'Civility & Respect' pledge process

Cllr Darch proposed the draft policy be recommended to full council for approval. This was seconded by Cllr Hill, a vote was taken which was in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To approve the draft Dignity at Work policy.

10. Date of Next Meeting

This was agreed as Monday 24th July at 6pm. Councillors agreed that future meetings should be held on the fourth Monday of each month.

Meeting closed at 6.36pm.

ACTION POINTS

Agenda Item	What?	By Whom?	By When?
6	that the list of payments approved be appended to the minutes when these are posted on the council website	Town Clerk	With immediate effect.
6	that the level of reserves, including earmarked reserves, is reviewed at a	Town Clerk	For July meeting

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	future meeting of the Committee		
6	that the Asset Register be reviewed at a future meeting of the Committee	Town Clerk or Deputy Town Clerk	For July meeting of committee
6	that the bank reconciliation be checked and signed monthly by Deputy Chair, and that these be reviewed quarterly by Chair	Town Clerk	From July onwards
6	that the notice of conclusion of the audit be published on the council's website	Town Clerk & RFO	At conclusion of external audit
6	that the appointment of the internal auditor for 2023-24 be approved by the Committee	Town Clerk & RFO	For July meeting of committee
8	To revise procurement section of Financial Regulations	Town Clerk, Chair & Deputy Chair	For July meeting of committee

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Finance & Governance Committee Chair