



Minutes of the meeting of Finance and Governance Committee meeting held on 24/03/2025 in Committee Room at Town Hall

Present: Richard Stubbings (Chair), Barry Darch and Peter Shannon.

In Attendance: Paul Cunningham - Town Clerk

Apologies: Joseph Athorn, Nathalie Chidley, Chris Greenhill, Colin Hill, Christine Wheeler

Absent: Gillian Birrell

Members of public: None.

1 - To receive apologies for absence

Received from Cllrs Greenhill, Wheeler, Chidley, Hill and Athorn.

What?	By Whom?	By When?
There are no actions for this item.		

2 - To receive declarations of pecuniary and non-pecuniary interests in items on the agenda

There were none.

What?	By Whom?	By When?
There are no actions for this item.		

3 - To approve the minutes of the Committee meeting held on Monday 24th February 2025

Motion to approve minutes proposed by Cllr Darch.

Seconded by Cllr Shannon.

Councillors voted in favour and it was therefore

RESOLVED To accept for accuracy and adoption the minutes of the Finance and Governance Committee meeting held on Monday 24th February 2025.

What?	By Whom?	By When?
There are no actions for this item.		

4 - To agree the date of next meeting as Monday 14th April 2025

The date of the next meeting was confirmed as Monday 28th April at 5.45pm.

What?	By Whom?	By When?
There are no actions for this item.		

5 - To consider draft Health & Safety Risk assessments

Councillors considered the draft risk assessments.

They raised the following queries, which they asked the Town Clerk to check:

Town Cleaner RA: Item 13: should severity rating not be reduced from Major?

Town Cleaner RA: Item 16: should likelihood rating not be reduced to Very unlikely?

Cllr Stubbings proposed that the draft risk assessments be approved, subject to these queries being resolved.

Seconded by: Cllr Shannon.

Councillors voted in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To approve the draft risk assessments.

What?	By Whom?	By When?
There are no actions for this item.		

6 - To receive an update on the use of 'Congresso' meeting management software

Councillors discussed the Town Clerk's report on the issues with the system to date. They noted the need for training / support for councillors to encourage them to use the system and they asked the Town Clerk to arrange two 'drop-in' sessions for councillors, one during the day and one early evening. It was agreed that these should be arranged once the outstanding issue with the 'carry over' of agenda text to minute templates has been resolved by Congresso.

What?	By Whom?	By When?
Arrange 'drop-in' sessions for councillors on Congresso	Paul Cunningham	21/04/2025

7 - To consider changes to the committee's Terms of Reference (attached)

Councillors considered the current Terms of Reference, which included reference to the delegations currently suspended. Cllr Stubbings suggested that, as and when delegated authority was restored, professional fees and legal fees should be added to the list of budget headings that the committee be given delegated authority to spend from.

Cllr Darch proposed that the committee recognized that the committee's powers of delegation had been removed by full council in 2024 and that the Terms of Reference as submitted reflect the current position.

Seconded by: Cllr Stubbings.

Councillors voted in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To approve the current Terms of Reference for the Finance & Governance Committee.

What?	By Whom?	By When?
There are no actions for this item.		

8 - To review Privacy Notice

Cllr Darch proposed that the draft Privacy Notice be approved.

Seconded by: Cllr Stubbings.

Councillors voted in favour and it was therefore

RECOMMENDED TO FULL COUNCIL TO approve the draft Privacy Notice.

What?	By Whom?	By When?
There are no actions for this item.		

9 - To consider a contingency plan for publishing an agenda if Congresso is not available

Councillors agreed with the Town Clerk's suggestion that this should be addressed by compiling agendas one day earlier than the statutory deadline, in order to enable an alternative format to be created manually if there was a problem with Congresso.

What?	By Whom?	By When?
There are no actions for this item.		

10 - To consider a review of the recharge and grant mechanism between the town council and Fenland Trust

Chair noted that the principle of a recharge of staff costs and a parallel grant was sound, as it ensured full transparency of the Trust's costs.

He questioned whether the cost of allotments should be within the Trust rather than the council and he suggested that the recharge of staff time from council to the trust does not include time spent on allotment activity.

It was agreed that Town Hall staff be asked to estimate the amount of time and cost deployed on allotments and that this be reported back to the next meeting of the committee.

What?	By Whom?	By When?
There are no actions for this item.		