



**Minutes of the meeting of Finance & Governance
Committee on Monday 28th July at 5.45pm held
on 28th July 2025 in Committee Room at Town
Hall**

Present: Christine Wheeler (Chair), Richard Stubbings, Chris Greenhill, Pete Shannon and Barry Darch.

In Attendance: Paul Cunningham, Town Clerk;
Gary Jones, RFO.

Apologies: Joseph Athorn, Gillian Birrell

Members of public: No members of the public.

1 - To elect a Chair of the Committee for 2025-26

Cllr Darch as Mayor opened the meeting by inviting nominations as Chair of the committee for 2025-26.

Cllr Stubbings proposed Cllr Wheeler.

Seconded by: Cllr Greenhill.

Councillors voted in favour and it was therefore

RESOLVED To elect Christine Wheeler Chair of the committee for 2025-26.

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

2 - Apologies for absence

Received from Joe Athorn and Gillian Birrell.

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

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.

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

4 - To elect a Deputy Chair of the Committee for 2025-26

Cllr Wheeler proposed Cllr Stubbings as Deputy Chair of the committee for 2025-26.

Seconded by: Cllr Shannon.

Councillors voted in favour and it was therefore

RESOLVED To elect Richard Stubbings as Deputy Chair of the committee for 2025-26.

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

5 - Review of policies

i To review Investment Strategy

Cllr Wheeler proposed that the Investment Strategy be agreed.

Seconded by: Cllr Stubbings.

Councillors voted in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To approve the Investment Strategy.

ii To review Reserves Policy

Cllr Wheeler proposed that the Reserves Policy be agreed.

Seconded by: Cllr Stubbings.

Councillors voted in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To approve the Reserves Policy.

iii To agree an approach for reviewing the policies that the council holds

Councillors considered the list of current policies and review dates.

Cllr Wheeler proposed that review dates be changed as follows:
 statutory finance policies, Health & Safety policy and Risk Assessments be reviewed annually;
 all other policies be reviewed every five years, except where the law changes or for Personnel policies, when a situation arises that is covered by a policy, to ensure that the policy provision remains current.

Seconded by: Cllr Stubbings.

Councillors voted in favour and it was therefore
RECOMMENDED TO FULL COUNCIL To change the review dates of policies as follows:

statutory finance policies, Health & Safety policy and Risk Assessments be reviewed annually;
 all other policies be reviewed every five years, except where the law changes or for Personnel policies, when a situation arises that is covered by a policy, to ensure that the policy provision remains current.

Cllr Shannon raised a concern over the health and safety risk assessment for outdoor areas, as he believes that this has not adequately reviewed the safety risk of bridges on the marsh trail. Cllr Stubbings noted that this matter falls under the remit of the Assets & Estates Committee and he reported that this would be added to the agenda for the next meeting of this committee.

Councillors asked Town Clerk to produce an update on outstanding health and safety actions for the next meeting of Finance and Governance Committee.

What?	By Whom?	By When?
Add review of Outdoor Areas risk assessment to agenda of August meeting of Assets & Estates Committee	Candi Turner	15/08/2025
Produce an update on outstanding health and safety actions for the next meeting of Finance and Governance Committee.	Paul Cunningham	21/08/2025

6 - To agree updated Strategic Plan

Councillors agreed to defer the item to the next meeting.

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

7 - To review income and expenditure against budget for April to June 2025

Councillors considered the income and expenditure report generated by RFO.

RFO explained that the new report shows spend for the quarter against budget for the whole year. He noted that the insurance costs have increased because we have a three-year deal and costs have increased over three years. Town Clerk noted that in addition, we have had a number of claims in that time which have affected our premium.

Cllr Stubbings asked about the variance in costs for events between the report and the separate events budget. RFO explained that this is caused by a delay in adding spends via the town council credit card to the accounts until the card statement is received, whereas the figures in Events budget update are added when incurred.

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

8 - To review budget setting for Events

Councillors considered the report and budget submitted by Town Clerk.

They suggested that any grant should reduce the amount committed by the town council, rather than increasing the budget and they asked that the spreadsheet be amended to accommodate this change for the grant of £1,300 for the Duck Race. Councillors asked that the revised spreadsheet be presented to next meeting of the Development Committee.

What?	By Whom?	By When?
Amend Events budget spreadsheet for submission to August meeting of Development Committee	Paul Cunningham	06/08/2025

9 - To receive an update on electricity charges for Ambulance Station

Councillors considered the electricity bills for the Ambulance Station building over the last two years. RFO noted that the new rates (of 24p per unit day and 20p per unit night) are lower than the previous rates but that the bill amounts have increased, not reduced: yearly cost on old rate was £1285, whereas on new rate is £2139.

Councillors asked Town Clerk to liaise with Thirst to check the meter at Ambulance Station for a 24-hour period to try to identify if there is a fault with the meter.

What?	By Whom?	By When?
Liaise with Thirst Youth to check	Paul Cunningham	21/08/2025

meter at Ambulance Station over a 24-hour period.		
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10 - To consider 'Terms of Business' for council and trust in dealing with suppliers

Councillors considered the draft document.

Cllr Wheeler proposed that it be agreed, with one amendment to add that we do not make full payment for goods or services until the goods have been delivered or the service completed.

Seconded by Cllr Stubbings.

Councillors voted in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To agree the 'Terms of Business' for dealing with suppliers, subject to adding and amendment to say that we do not make full payment for goods or services until the goods have been delivered or the service completed.

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

11 - To consider a town council Debit Card

RFO suggested that a debit card would cut out the delay in processing transactions compared to a credit card, as items would appear on a bank statement the next day, rather than waiting several weeks for a credit card statement.

Cllr Stubbings proposed that the council agree to a debit card for the main town council bank account.

Seconded by: Cllr Shannon.

Councillors voted in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To agree to a debit card for the main town council bank account.

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

12 - To receive a report on CIL income and expenditure year-by-year

Councillors received report from RFO and Town Clerk. They noted that the 'oldest' unspent CIL income is from 2021-22 and that this would need to be spent by end

of March 2027.

They asked RFO to amend future reports to add in dates by which outstanding CIL income had to be spent.

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

13 - To agree the date for the next meeting of the committee as Monday 18th August at 5.45pm

This was agreed as Wednesday 27th August at 5.45pm.

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

14 - To consider confidential items

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.

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