



Minutes of the meeting of Finance and Governance Committee meeting held on Monday 19th May 2025 in Committee Room at Town Hall

Present: Christine Wheeler (Chair), Joe Athorn, Colin Hill, Peter Shannon and Barry Darch.

In Attendance: Paul Cunningham, Clerk

Apologies: Gillian Birrell, Nathalie Chidley, Chris Greenhill

Absent: Richard Stubbings

Members of public: No members of the public.

1 - To receive apologies for absence

Received from Gillian Birrell, Nathalie Chidley and Chris Greenhill.

What?	By Whom?	By When?
-------	----------	----------

2 - Declarations of interests in and requests for dispensations for items on the agenda

There were none.

What?	By Whom?	By When?
-------	----------	----------

3 - To approve the minutes of the committee meeting held on Monday 28th April 2025

Motion to approve minutes: Cllr Darch.

Seconded by: Cllr Athorn.

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 28th April 2025.

What?	By Whom?	By When?
-------	----------	----------

4 - To consider the Annual Governance Statement (AGAR), Reserves balances and Asset Register for 2024-25

Councillors received and considered these documents.

Cllr Athorn proposed that the Annual Governance Statement (AGAR) and Reserves balances be approved.

Seconded by: Cllr Shannon.

Councillors voted in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To approve the Annual Governance Statement (AGAR) and Reserves balances.

Cllr Wheeler noted that the Asset Register does not include the memorial stone in Exchange Square and she asked for this to be added.

Cllr Shannon proposed that the Asset Register be approved, subject to the addition of the memorial stone.

Seconded by: Cllr Athorn.

Councillors voted in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To approve the Asset Register, subject to the addition of the memorial stone in Exchange Square.

What?	By Whom?	By When?
-------	----------	----------

5 - To consider the lease agreement with Connected Kerb for the management of the car charging points at Blyburgate Hall as part of 'Plug in Suffolk' scheme

Councillors noted that the lease agreement was for 15 years.

They agreed to ask Town Clerk to seek legal advice from the council's solicitors before confirming our agreement to the lease.

What?	By Whom?	By When?
-------	----------	----------

6 - To consider advice regarding use of personal email addresses for council business

Councillors considered the report from Town Clerk.

Cllr Darch proposed that the use of personal emails for council business should cease wef 1st September 2025 and that councillors should be provided with training on accessing council files on their tablets.

Seconded by: Cllr Wheeler.

Councillors voted in favour and it was therefore
RECOMMENDED TO FULL COUNCIL To end the use of personal emails for council business from 1st September 2025 and to provide training for councillors on accessing council files on their tablets.

What?	By Whom?	By When?
-------	----------	----------

7 - To review Finances and budgeting for events

Councillors received the report from Marketing & Events Officer.

They agreed they should consider a recommendation from the Race Organising Group on how any income should be apportioned.

Councillors thanked Marketing & Events Officer and Administration Officer for their work on the VE Day event, which had been very well attended.

What?	By Whom?	By When?
-------	----------	----------

8 - To consider the council's updated Strategic Plan and to assume responsibility for managing this going forward

Councillors considered the Plan. They agreed that the following updates were needed:

Journeys and Destinations:

Item 1c: where have ESC Parking Services got to with the changes agreed in parking plan?

Item 3a: needs to be updated

Item 4a and 4b: update needed that rerouting buses is not possible.

Item 4c: Needs to show that second council vehicle will not be electric.

Item 4e: Dependent on progress with SCC Area Transport Plan.

Commerce, Business & Tourism:

Item 1a: Terms of Reference are needed for Quay Development Group.

Item 1d: Town Clerk to chase outstanding signs and information boards for Marsh Trail.

Item 2a: Town Centre Business Plan: may be taken forward by 'Vibrant Beccles'

group?

Item 2b: Terms of Reference are needed for 'Vibrant Beccles'

Item 2d: Pedestrian signage is still awaiting suitable photographs

Item 2e: Tourism plan for 2025-26 a priority

Community & Well-being:

Item 3b: noted the need to update Neighbourhood Plan

Item 4a: needs to be recorded as completed

Item 5: Seating and bins: noted the need for Assets & Estates Committee to conduct audit of this provision, including on Marsh Trail

Long-term items: Community Hub in Garden Neighbourhood development: this needs to reference a need for youth provision in any building.

Medical provision: amend to show that Medical Centre have applied for money from CIL fund.

Culture & Heritage:

Item 1b: Solar panels: these need to be budgeted for. Also, maintenance plans are needed for all council and trust buildings.

Item 2: Cultural groups working together: councillors noted that this had not been successful to date.

Item 3: Bell Tower: Cllr Darch is reviewing the information available for visitors.

Environment:

Item 1: councillors noted the importance of the upcoming Climate Weekend to 'kickstart' public awareness.

Town Council: no updates needed.

Cllr Darch proposed that the Town Clerk be asked to make these changes / updates and to split the plan, so that details of completed projects were shown in a separate document.

Seconded by: Cllr Athorn.

Councillors voted in favour and it was therefore

RESOLVED To ask Town Clerk to make these changes / updates and to split the plan, so that details of completed projects were shown in a separate document.

Cllr Darch proposed that the committee be confirmed as responsible for managing the Strategic Plan going forward.

Seconded by: Cllr Wheeler.

Councillors voted in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To confirm Finance & Governance Committee as being responsible for managing the Strategic Plan going forward.

What?	By Whom?	By When?
-------	----------	----------

9 - To agree the date of next meeting as Monday 23rd June at 5.45pm

This was agreed.

What?	By Whom?	By When?
-------	----------	----------

