



## Minutes of the Meeting held on Tuesday 27<sup>th</sup> October 2020

- 20/4/01** Present:-  
Councillors Tess Buckley, Tom Dunlop, Jamie Messent, Jill Rhodes and John Rhodes
- Apologies:-  
No apologies from Members were received
- 20/4/02** To note declarations of members interests  
No declarations of interests were received
- 20/4/03** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments  
No questions or comments were submitted to the Finance and Governance Committee by members of the public
- 20/4/04** To confirm and sign the Minutes of the Finance and Governance Committee Meeting held on Tuesday 25<sup>th</sup> August 2020  
Members **resolved** to approve the Minutes as an accurate record
- 20/4/05** To review the year to date expenditure for the Council as a whole and the current status of the Earmarked Reserves  
The year to date expenditure for the Council and the Earmarked Reserves were reviewed
- 20/4/06** To consider matters related to GDPR compliance and Member/Officer training  
It was **resolved**:  
i. to purchase the necessary licences from Vinci Works to provide GDPR training for Members and Officers to complete  
ii. Members who have successfully completed a GDPR training course in the last twelve months who can provide evidence are not required to repeat the training
- 20/4/07** To consider matters related to establishing a variable Direct Debit with the Land registry  
It was **resolved** to establish the variable Direct Debit with the Land Registry
- 20/4/08** To consider of Officer membership of professional bodies should continue to be funded by the Council  
It was **resolved** not to continue the funding
- 20/4/09** To consider matters related to items held in storage  
It was **resolved** to review the items held in storage at a future meeting due to the restrictions in place relating to COVID-19 and that the item remains on the Agenda until such time that it is reviewed
- 22/4/10** To consider matters related to the Audit Sub-Committee  
It was **resolved** to recommend to Council that the Audit Sub-Committee is removed from the Governance Structure

**22/4/11** To consider matters related to the Town Council's COVID-19 Risk Assessment

The updated Town Council's COVID-19 Risk Assessment was noted and that it will be updated with a cross-reference to the Council's Lone Working Policy

**22/4/12** To note the new Health and Safety Management System for onward consideration by Council

The Health and Safety Management System was noted for onward recommendation to council

It was requested that reference to New and Expectant mothers provides for an employee to inform the Council at their discretion

It was further requested that the training was sub-divided into appropriate sections

**22/4/13** To review and inform the budget setting process as it relates to the Finance and Governance Committee

The budget setting process was reviewed subject to the revisions made as discussed at the meeting, noting that amendments were made to line items relating to working from home allowance, vehicle costs and janitorial costs.

**22/4/14** To be aware of and inform the ongoing review and implementation of governance and the Council's adopted Constitution

14.1 Use of Municipal (Memorial) Square Protocol

14.2 ICT Policy

14.3 Internet, Email and Social Media Policy

14.4 Bring Your Own Device Policy

14.5 Personal Data Breach Policy

14.6 Committee List and Membership

14.7 Information Security Policy

14.8 Financial Risk Assessment

14.9 Financial and Treasury Management Policy

14.10 Medium Term Financial Plan 2020

The Policies and Protocols were noted and reviewed and are recommended to Council for adoption

**22/4/15** To consider the date of future meetings of the Finance and Governance Committee:-

- Tuesday 1<sup>st</sup> December 2020
- Thursday 25<sup>th</sup> February 2021

**The Finance and Governance Committee Meeting closed at 7.48pm**

Chair Cllr Jill Rhodes

Clerk H Marr