**Crewe Town Council**

**Finance and Governance Committee**

1 Chantry Court,

Forge Street,

Crewe,

Cheshire,

CW1 2DL

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[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)

**Minutes of the Meeting held on Tuesday 25th August 2020**

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| --- | --- |
| **20/3/01** | Present:- |
|  | Councillors Tess Buckley, Tom Dunlop, Jamie Messent, Jill Rhodes, John Rhodes and Dennis Straine-Francis |
|  |  |
|  | Apologies:- |
|  | Apologies for absence were received from Councillor Joe Cosby |
|  |  |
|  | In attendance:- |
|  | Hannah Marr (Community Engagement Officer) |
|  |  |
| **20/3/02** | To note declarations of members interests |
|  |  |
|  | No declarations of interests were received |
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| **20/3/03** | Public Participation |
|  |  |
|  | A period not exceeding 15 minutes for members of the public to ask questions or submit comments |
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|  | No questions or comments were submitted to the Finance and Governance Committee by members of the public |
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| **20/3/04** | To confirm and sign the Minutes of the Finance and Governance Committee Meeting held on Tuesday 20th June 2020 |
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|  | Members ***resolved*** the Minutes as an accurate record |
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| **20/3/05** | To review the year to date expenditure for the Council as a whole and the current status of the Earmarked Reserves |
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|  | The year to date expenditure for the Council and the Earmarked Reserves were reviewed |
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| **20/3/06** | To consider matters related to the Town Council’s COVID-19 Risk Assessment |
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|  | The COVID-19 Risk Assessment was reviewed and was ***resolved*** to be adopted subject to amendments being made to working arrangements in vehicles being consistent throughout the document |
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| **20/3/07** | To consider matters related to items currently held in storage |
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|  | It was ***resolved*** that Councillors Tess Buckley, Tom Dunlop and Jill Rhodes review items held in storage and that a report be presented at a future meeting of the Finance and Governance Committee for further discussion |
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| **20/3/08** | To consider matters related to the purchase of an asset inventory package linked to the Council’s finance system |
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|  | It was ***resolved*** to purchase the asset inventory package |
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| **20/3/09** | To consider matters related to urgent work required to ensure that the Council’s website is compliant with the new Web Content Accessibility Guidance 2.1 which comes into effect on 23rd September 2020 |
|  |  |
|  | It was resolved to appoint Bude Solutions to carry out work required to ensure the Council’s website is complaint |
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|  | Members approved to allocate funds of:-   * £650.00 to carry out an in-depth audit * £2,500.00 for any work required to be carried out |
|  |  |
|  | Members requested that a report is circulated once the work has been carried out |
|  |  |
| **22/3/10** | To consider matters related to the procurement of IT and phone services |
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|  | It was ***resolved*** to appoint NGL Technology to provide services cover the Councils IT and telephone services |
| **22/3/11** | To review and inform the budget setting process as it relates to the Finance and Governance Committee |
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|  | The budget setting process was reviewed |
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| **22/3/12** | To be aware and inform the ongoing review and implementation of the newly adopted Constitution |
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|  | Members noted the ongoing review of the Constitution |
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| **22/3/13** | To consider the date of future meetings of the Finance and Governance Committee:- |
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|  | * Tuesday 27th October 2020 * Tuesday 15th December 2020 * Thursday 25th February 2021 |
|  |  |
|  | **The Finance and Governance Committee Meeting closed at 8.19pm** |