**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 27th October 2020**

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| --- | --- |
| **20/4/01** | Present:- |
|  | Councillors Tess Buckley, Tom Dunlop, Jamie Messent, Jill Rhodes and John Rhodes |
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|  | Apologies:- |
|  | No apologies from Members were received |
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| **20/4/02** | To note declarations of members interests |
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|  | No declarations of interests were received |
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| **20/4/03** | Public Participation |
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|  | 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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| **20/4/04** | To confirm and sign the Minutes of the Finance and Governance Committee Meeting held on Tuesday 25th August 2020 |
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|  | Members ***resolved*** to approvethe Minutes as an accurate record |
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| **20/4/05** | 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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| **20/4/06** | To consider matters related to GDPR compliance and Member/Officer training |
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|  | It was ***resolved:***   1. to purchase the necessary licences from Vinci Works to provide GDPR training for Members and Officers to complete 2. 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 |
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| **20/4/07** | To consider matters related to establishing a variable Direct Debit with the Land registry |
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|  | It was ***resolved*** to establish the variable Direct Debit with the Land Registry |
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| **20/4/08** | To consider of Officer membership of professional bodies should continue to be funded by the Council |
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|  | It was ***resolved*** not to continue the funding |
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| **20/4/09** | To consider matters related to items held in storage |
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|  | 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 |
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| **22/4/10** | To consider matters related to the Audit Sub-Committee |
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|  | It was ***resolved*** to recommend to Council that the Audit Sub-Committee is removed from the Governance Structure |
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| **22/4/11** | To consider matters related to the Town Council’s COVID-19 Risk Assessment |
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|  | 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 |
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| **22/4/12** | To note the new Health and Safety Management System for onward consideration by Council |
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|  | The Health and Safety Management System was noted for onward recommendation to council |
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|  | It was requested that reference to New and Expectant mothers provides for an employee to inform the Council at their discretion |
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|  | It was further requested that the training was sub-divided into appropriate sections |
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| **22/4/13** | 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 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. |
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| **22/4/14** | To be aware of and inform the ongoing review and implementation of governance and the Council’s adopted Constitution |
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|  | 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 Date 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 |
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|  | The Policies and Protocols were noted and reviewed and are recommended to Council for adoption |
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| **22/4/15** | To consider the date of future meetings of the Finance and Governance Committee:- |
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|  | * Tuesday 1st December 2020 * Thursday 25th February 2021 |
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|  | **The Finance and Governance Committee Meeting closed at 7.48pm**  Chair Cllr Jill Rhodes  Clerk H Marr |