

**MINUTES OF THE GOVERNANCE AND FINANCE COMMITTEE
HELD AT THE SESSIONS HOUSE, EASTGATE, LOUTH
ON TUESDAY 30th JANUARY 2018**

Present: Councillor Mrs. E. Ballard JP (EB) (in the Chair)

Councillors: Mrs. D. Blakey (DB), Mrs. S. Crew (SC), J. Garrett (JG), C. Green (CG), D.J.E. Hall (DJEH), Mrs. L. Harrison-Wiseman (LHW), D. Hobson (DH), G.E. Horton JP (GEH), R.A. Jackson (RJ), A. Leonard JP (AL), M. Locking (ML), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), Mrs. M. Ottaway MBE (MO), F.W.P. Treanor (FWPT), D. Turner (DT), Mrs. P.F. Watson (PFW) and D.E. Wing

Councillors not present: Mrs. J. Speed (JS), L.M. Stephenson (LMS)

The Town Clerk, Mrs. L.M. Phillips and 10 members of the public were also present.

502. Apologies for Absence

No apologies for absence were received.

503. Chairman's Remarks

The Chairman suggested that Standing Orders be suspended in order that the effect on Louth Hockey Club of Magna Vitae's proposals for the all-weather hockey pitch at London Road, which was an item not on the agenda, but which appeared to require urgent discussion, could be debated. This was proposed by Cllr. CG, seconded by Cllr. Mrs. SEL and **RESOLVED** by vote of the Committee.

Cllr. Mrs. PFW declared an interest as a Trustee of Magna Vitae. Cllr. Mrs. RJ declared an interest as a member of ELDC.

Following much discussion the following votes were taken and won by a majority:

- a. **RESOLVED** that the Town Clerk should write to Mr. Humphreys expressing the Council's concerns and should ask for clarification of the timescales that Magna Vitae are working to. Proposed by Cllr. Mrs. MO, seconded by Cllr. Mrs. SEL.
- b. **RESOLVED** that Louth Town Council support Louth Hockey Club. Proposed by Cllr. GEH, seconded by Cllr. Mrs. JMS.

Following a proposal by Cllr. Mrs. JMS, seconded by Cllr. Mrs. MO it was **RESOLVED** that Standing Orders should be resumed.

504. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllrs. CG, Mrs. JMS and RJ – agenda items 6a and 8 – as members of ELDC.
- b. Cllr. FWPT – agenda items 6 and 8 – as a member of ELDC.
- c. Cllr. Mrs. PFW – any item from or relating to ELDC – as a member of ELDC.

505. Minutes

Following a proposal by Cllr. CG, seconded by Cllr. Mrs. SEL it was **RESOLVED** to approve as a correct record the notes of the Governance and Finance Committee meeting held on 19th December 2018.

506. Town Clerk's Report / Update

The Town Clerk reported that:

- a. FOG would be meeting on 26th February to review the Council's Governance Documents. She asked Councillors to go through their copies of Standing Orders and Financial Regulations and suggest any amendments that they might wish to see.
- b. The Events Working Group (consisting of Cllrs. DJEH, LMS, FWPT, Mrs. DB, Mrs. LHW, The Mayor and Deputy Mayor) would be meeting on 8th February.

507. General Data Protection Regulations (GDPR)

The Committee discussed the way forward and noted / resolved as necessary on the following:

- a. Unfortunately, due to the number of Councils in ELDC's district and their limited resource they are unable to visit Councils individually. However, they are planning to provide some training events which will be available for Town and Parishes to send a representative on in the early spring. (Regulations take effect 25th May 2018). Noted.
- b. That with the permission of the Chairman of Personnel the Acting Proper Officer had booked a place on a Society of Local Council Clerk's webinar on the subject at a cost of £36.00. Following a proposal by Cllr. Mrs. PFW, seconded by Cllr. DEW it was **RESOLVED** that the Committee ratify this course of action.
- c. It was agreed that Cllr. Mrs. JMS would suggest to ELDC that GDPR be made a topic of discussion at the Area Forums.
- d. Finally, it was **RESOLVED** that a working group should be formed, to consist of Cllrs. RJ, DEW, DH, CG, Mrs. PFW and Mrs. JMS, whose remit would be to make recommendations to Council regarding GDPR compliance.

508. Financial Reports

The Committee **RESOLVED** to authorise the following (documents attached):

- a. Receipts and Payments (Appendix A)
 1. Month 7 Cash Book 1 (Bank) Receipts £2,788.66 Payments £31,679.44
Proposed by Cllr. AL, seconded by Cllr. FWPT.
 2. Month 7 Cash Book 2 (Petty Cash) Receipts £0.00 Payments £122.82
Proposed by Cllr. RJ, seconded by Cllr. Mrs. LHW.
 3. Month 8 Cash Book 1 (Bank) Receipts £2,102.17 Payments £17,998.06
Proposed by Cllr. AL, seconded by Cllr. Mrs. MO.
 4. Month 8 Cash Book 2 (Petty Cash) Receipts £300.00 Payments £31.00
Proposed by Cllr. Mrs. SEL, seconded by Cllr. AL.
 5. Month 9 Cash Book 1 (Bank) Receipts £13,027.06 Payments £14,563.17
Proposed by Cllr. ML, seconded by Cllr. GEH.
 6. Month 9 Cash Book 2 (Petty Cash) Receipts £0.00 Payments £192.94
Proposed by Cllr. Mrs. SEL, seconded by Cllr. RJ.
- b. Income and Expenditure Budget Variance Report as at 31/12/2017 (Appendix B).
 1. Page 1 – proposed by Cllr. Mrs. MO, seconded by Cllr. Mrs. SEL.
 2. Page 2 – proposed by Cllr. AL, seconded by Cllr. Mrs. SEL.
 3. Page 3 – proposed by Cllr. ML, seconded by Cllr. Mrs. MO.
 4. Page 4 – proposed by Cllr. MO, seconded by Cllr. Mrs. SEL.

Councillors raised a number of queries which the Town Clerk was asked to take away and clarify.

509. ELDC Budget Consultation

Following a proposal by Cllr. Mrs. SEL, seconded by Cllr. CG it was **RESOLVED** that no corporate response was required.

510. Next Meeting

The Committee noted that the date of the next scheduled meeting was 13th March 2018.

The Meeting Closed at 9.43pm.

Signed _____ (Chairman)

Dated _____