

**MINUTES OF THE GOVERNANCE AND FINANCE COMMITTEE MEETING  
HELD AT THE SESSIONS HOUSE, EASTGATE, LOUTH  
ON TUESDAY 13<sup>th</sup> MARCH 2018**

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

**Councillors:** Mrs. S. Crew (SC), Mrs. D. Blakey (DB), 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. M. Ottaway (MO), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), F.W.P. Treanor (FWPT) and D.E. Wing

**Councillors not present:** Mrs. P.F. Watson (PFW), Mrs. J. Speed (JS), L.M. Stephenson (LMS), D. Turner (DT)

The Town Clerk, Mrs. L.M. Phillips was also present.

**568. Apologies for Absence**

Apologies for absence were received from Councillors Mrs. P.F. Watson and D. Turner.

**569. Chairman's Remarks**

The Chairman had no remarks to make.

**570. Declarations of Interest / Dispensations**

There were no declarations of interest.

**571. Minutes**

Following a proposal by Cllr. CG, seconded by Cllr. Mrs. EB it was **RESOLVED** by vote of the Committee that the notes of the last meeting held on 30<sup>th</sup> January 2018 be approved as the Minutes.

**572. Carry Forward Recommendations**

Following a proposal by Cllr. AL, seconded by Cllr. Mrs. SEL and on the recommendation of FOG it was **RESOLVED** that all Ear Marked Reserve balances and unspent exceptional day to day items from 2017/18 be carried forward to 2018/19.

**573. Insurance Review**

The Committee noted that the Town Council would shortly be entering year 3 of its long term contract with Zurich Insurance and that no changes were required, at present. Following a proposal by Cllr. Mrs. MO, seconded by Cllr. AL it was **RESOLVED** to authorise the payment of the 2018/19 premium.

**574. Schedule of Council Meeting Dates 2018/19**

The Committee considered the schedule of meeting dates. Following a proposal by Cllr. GEH, seconded by Cllr. Mrs. SC it was **RESOLVED** that meetings should continue to commence at 7pm. Following a proposal by Cllr. CG, seconded by Cllr. Mrs. SC it was **RESOLVED** that the schedule of proposed meeting dates be adopted for 2018/19.

**575. Governance Review**

The Committee noted that having undertaken a review of the Council's Governance Documents FOG wished to recommend that the documents noted below be adopted and this was **RESOLVED** upon as follows:

**a. Standing Orders**

- i. Amendment to page 4, item m – to read: Councillor's mobile phones should be switched to silent during meetings and only urgent messages dealt with. Proposed by Cllr. RJ, seconded by Cllr. GEH.
- ii. Include District / County Councillors Feedback as a timed item (10 minutes max) prior to commencement of meeting. Proposed by Cllr. Mrs. MO, seconded by Cllr. Mrs. SEL.

**b. Financial Regulations**

No amendments required, at present. Noted.

**c. Code of Conduct**

No amendments required, at present. Noted.

**d. Policies**

- i. Media Policy. Proposed by Cllr. Mrs. SC, seconded by Cllr. RJ.
- ii. Lone Working Policy. Proposed by Cllr. Mrs. MO, seconded by Cllr. RJ.
- iii. Safeguarding Policy. Proposed by Cllr. RJ, seconded by Cllr. AL.
- iv. Health and Safety Policy. Proposed by Cllr. Mrs. SC, seconded by Cllr. Mrs. SEL.
- v. Grievance Procedure. Proposed by Cllr. RJ, seconded by Cllr. Mrs. MO.

**576. Asset Review**

On the recommendation of FOG, the Committee received a revised asset register, amended accordingly to show acquisitions / disposals in 2017/18 to date. Following a proposal by Cllr. Mrs. MO, seconded by Cllr. AL it was **RESOLVED** to approve this but look into whether the War Memorial, Hubbard's Hill and various seats and bins in the town needed adding.

**577. Risk Management and Internal Controls**

On the recommendation of FOG, the Committee received and noted the Risk Management and Internal Control Schedule. Following a proposal by Cllr. RJ, seconded by Cllr. Mrs. SEL it was **RESOLVED** that this be approved with the removal of the line relating to 'Lack of Economic Growth' from the final page.

**578. Closed Session Item**

Following a proposal by Cllr. CG, seconded by Cllr. Mrs. SEL it was **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the commercially sensitive nature of the business to be discussed in relation to the following matters:

**a. Video Door Entry System**

The Committee received quotes for purchase, fitting and maintenance of a Video Door Entry System at The Sessions House. Following a proposal by Cllr. JG, seconded by Cllr. FWPT it was **RESOLVED** to accept:

- i. the Safe and Sound quote in the sum of £1,270 + VAT,
- ii. to accept the £100 + VAT annual maintenance charge,
- iii. to accept the £45 + VAT callout charge (to be levied only after the expiry of the twelve month warranty); and
- iv. that this be funded from the Ear Marked Reserve Accommodation.

Following a proposal by Cllr. CG, seconded by Cllr. Mrs. MO it was **RESOLVED** that the meeting should return to open session.

**579. Next Meeting**

The Committee noted that the date of the next scheduled meeting was 17<sup>th</sup> April 2018.

The Meeting Closed at 9.15pm.

Signed \_\_\_\_\_ (Chairman)

Dated \_\_\_\_\_