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**Approved minutes of the Finance and Management committee held on Monday 9<sup>th</sup> March  
2020**

**Committee objectives for 2019/20**

- Training Chair of Finance and Management for 2019/20
- Completion of legal works (Market House)
- **Implementation of Disaster Recovery Plan**

**Present:** Judi Morison (Chair), Philippa Biddlecombe, Stephen Biddlecombe, Penny Steiner and Nick Weeks

**Clerk:** Zöe Godden

There were no members of the public present at the start of the meeting.

The meeting started at 19:06

**F052 Apologies for absence**

Apologies had been received from Margaret Bebbington, Justin Birch and Pek Peppin.

**F053 Declaration of interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the Councils Code of Conduct.

There were no declarations of interest.

**F054 To approve the minutes of the Finance and Management meeting held on 11<sup>th</sup> November 2019.**

**RESOLVED:** It was proposed and unanimously agreed to approve the minutes as presented.

**F055 To note that the Triodos bank account has been opened and £85,000 has been transferred from the Barclays deposit account as per action point 190909/4.**

Noted.

**F056 To note that Pek Peppin wishes to be removed from all bank mandates and to agree that the Town Clerk can make the necessary arrangements.**

The Clerk was instructed to remove Pek Peppin from all bank account mandates.

**F057 To note two reports from the internal auditor and their associated actions.**

The Clerk summarised the action points. No further action was required.

**F058 To consider increasing the level of Fidelity Guarantee in the Town Council's insurance to £340,000 to ensure the total of the bank balances is covered, as recommended in the internal auditor's report of 20<sup>th</sup> December 2019.**

The Clerk reported that the suggested increase to the Fidelity Guarantee would incur an annual charge of £40.98.

**RESOLVED:** It was proposed and unanimously agreed to increase the level of Fidelity Guarantee to £340,000.

*Action 200309/1: Town Clerk*

**F059 To note the Town Clerk's schedule for dealing with the 2019-20 Annual Governance and Accountability Return.  
Noted.**

**F060 To review the risk management document and agree any changes required.**

**RESOLVED: It was proposed and unanimously agreed to approve the risk management document and to recommend its approval to the next Full Council meeting on 16<sup>th</sup> March.  
*Action 200309/2: Town Clerk***

**F061 To consider undertaking participatory budgeting activity for specified projects and agree how to proceed.**

Judi Morison explained the principles behind participatory budgeting and gave some examples of how this has been carried out in other councils. It was **agreed** to make a recommendation to the Full Council that plans are made to establish a form of participatory budgeting to begin in the 2021/22 financial year.

*Action 200309/3: Town Clerk*

It was further **agreed** that Judi Morison and the Clerk would put together an information paper for councillors.

*Action 200309/4: Judi Morison & Town Clerk*

**F062 To consider renewing the contract for maintenance of the hand washing unit at Catherines Close toilet at a cost of £240 per year.**

**RESOLVED: It was proposed and unanimously agreed to renew the contract as presented.**

*Action 200309/5: Town Clerk*

The Clerk was instructed to add an item to the next Properties and Infrastructure agenda for the committee to consider replacing the hand washing unit with a sink.

*Action 200309/6: Town Clerk*

**F063 Exclusion of Press and Public:** To consider exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information.

**RESOLVED: It was proposed and unanimously agreed to exclude the press and public for the remainder of the meeting.**

**F064 To note receipt of an Underlease for the Museum; to consider the content and to consider recommending the Underlease for approval by the Full Council.**

The Clerk reported that the solicitor had asked if the Council wished to amend clause 21.7 to include an obligation on the Town Council to provide and maintain fire extinguishers.

**RESOLVED: It was proposed and agreed to recommend the Underlease to the Full Council for approval with the inclusion of an obligation on the Town Council to provide and maintain fire extinguishers at clause 21.7.**

*Action 200309/7: Town Clerk*

The Clerk was instructed to find out about the availability of fire extinguisher training and fire warden training.

*Action 200309/8: Town Clerk*

The Clerk was further instructed to put together a set of master keys that would enable access to all areas of the Market House in the event of a fire or other emergency.

**Action 200309/9: Town Clerk**

**F065 To note receipt of a Licence to Occupy for the Dance Studio; to review the content and to consider recommending the Licence for approval by the Full Council.**

The Clerk reported that the solicitor had asked for confirmation of the required duration of the licence. The Clerk had conferred with the licensee, who had expressed a preference for a five-year licence. It was **agreed** to recommend that the licence should run for five years. The Clerk was instructed to ask the solicitor to include clarification in the licence that, should the licensee wish to give notice to quit, this should be submitted in time to coincide with the last day of the whole preceding month of the licence.

The Clerk went on to say that the licensee had asked for the licence fee to be altered because he had revised the number of hours that he wished to use the Dance Studio. The Clerk had explained to the licensee that it was not intended to let the space out on an hourly basis. Rather, the licence would give the licensee use of the space all day on Wednesdays and Fridays and on Saturday mornings between 9am and 2pm. The Committee **agreed** that the Clerk should offer the licensee a specified as a compromise. Finally, the Clerk was instructed to ask the solicitor to include a clause giving the Town Council discretion to increase the licence fee annually up to the rate of inflation.

**Action 200309/10: Town Clerk**

**F066 The date of the next Finance and Management Committee meeting will be Tuesday 14<sup>th</sup> April. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Friday 27<sup>th</sup> March.  
Noted.**

There followed some discussion about the coronavirus outbreak and how the Town Council might deal with this. The Clerk was instructed to:

- contact Milborne Port Computers to find out how to set up the two laptops to enable access to the Z drive to facilitate homeworking.
- prepare a sign to display on the door of the Market House in case Information Point volunteers were not able to attend.
- source hand sanitiser online.

**Action 200309/11: Town Clerk**

**The meeting ended at 20:34.**

**Approved as a correct record.....8<sup>th</sup> June 2020**