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**APPROVED MINUTES OF THE FINANCE AND MANAGEMENT COMMITTEE MEETING**  
**held on Monday 13<sup>th</sup> July 2020**

**DUE TO THE CORONAVIRUS CRISIS, THIS MEETING WAS HELD USING ZOOM.**

**Present:** Judi Morison (Chair), Philippa Biddlecombe, Pek Peppin and Penny Steiner.

**Clerk:** Zöe Godden

There was one members of the public present at the start of the meeting.

**The meeting started at 19:00.**

**F013** Apologies for absence

Apologies had been received from Margaret Bebbington, Nick Weeks and Sally Snook.

**F014** 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, and to note the grant of any dispensations made by the town clerk in relation to the business of this meeting.

**There were no declarations of interest.**

**F015** To approve the minutes of the Finance and Management Committee meeting held on 8<sup>th</sup> June 2020

**RESOLVED: It was proposed and unanimously agreed to approve the minutes as presented and that these could be signed by the Chair at a later date.**

**F016** To review action points from previous meetings.

All action points had been completed.

**F017** To note that the final Internal Audit report for 2019-20 and agree any action to be taken.

**Noted.** The Clerk explained the recommendations in the report. No further action was required.

**F018** To review the completed Annual Governance and Accountability Return for 2019/20 and consider recommending approval of this document to the Full Council.

The Clerk explained the content of the AGAR.

**RESOLVED: It was proposed and unanimously agreed to recommend approval of the AGAR to the Full Council.**

**F019** To review the position of the new leases for the Museum and Dance Studio.

In her role as a Museum trustee, Pek Peppin reported that she and other trustees had met to review the lease document and plan. Plans were in place for the trustees to meet with the Town Council to discuss any required changes. One of the main changes was the transfer of the second-floor storage room from the Museum to the Town Council.

The Clerk explained the situation regarding the license for the Dance Studio. The Clerk was instructed to arrange a meeting with Mr Parsons, Judi Morison, Pek Peppin and Nick Weeks to agree a way forward.

***Action 200713/1: Town Clerk***

**F020** To review the Cookies Policy and the Market House Licensing Policy, agree any amendments and agree to recommend the policies to the Full Council for approval.

**RESOLVED:** It was proposed and unanimously agreed to recommend to the Full Council that the two policies were re-adopted without amendment.

**F021 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 relating to the engagement of an employee and to discuss the Market Manager’s contract.

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

**F022** To note that the Bookings and Promotions Manager has given one month’s notice; to consider commencing recruitment activity; to consider a request for payment in lieu of 2019-20 annual leave carried forward to 2020-21.

**Noted.**

Councillors discussed the request for payment in lieu of 2019-20 annual leave carried over.

**RESOLVED:** It was proposed and unanimously agreed to approve the payment in lieu of annual leave as requested.

**RESOLVED:** It was proposed and agreed that Philippa Biddlecombe, Judi Morison, Penny Steiner and the Clerk would form a working group to review the Bookings and Promotions Manager’s job description before recruitment took place. Judi Morison said she would arrange a date for the initial meeting.

*Action 200713/2: Judi Morison*

**F023** To review the Market Manager’s contract as per information received from the Market Manager and agree how to proceed.

The Clerk summarised the requested changes to the Market Manager’s contract. Councillors discussed how the contract and the Market Manager’s Specification should be amended.

**RESOLVED:** It was proposed and agreed to update the Market Manager’s Contract and Specification and to change the monthly fee. The Clerk was instructed to update the two documents with the agreed changes.

*Action 200713/3: Town Clerk*

**20:26 – Pek Peppin left the meeting.**

**F024** The date of the next Finance and Management Committee meeting will be Monday 14<sup>th</sup> September. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 3<sup>rd</sup> September.

**The meeting ended at 20:29.**

**Approved as a correct record.....12<sup>th</sup> October 2020**