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**DRAFT MINUTES OF THE FINANCE AND MANAGEMENT COMMITTEE MEETING held on  
Monday 9th November 2020**

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

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

**Locum Clerk:** Zöe Godden

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

The meeting started at 19:02.

**F049** Apologies for absence

Apologies had been received from Bob Gilbey.

**F050** Declarations 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.**

**F051** To approve the minutes of the Finance and Management Committee meeting held on 12<sup>th</sup> October 2020

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

**F052** To review action points from previous meetings.

**Action point 200309/8** - It was noted that the Clerk had not arranged for Fire Warden training due to the CV-19 crisis and that this task would be passed to the new Town Clerk.

**F053** To review the earmarked reserves and consider any required changes.

The Clerk explained the layout of the earmarked reserve summary sheet and went through each reserve in turn. Philippa Biddlecombe noted that the Millbrook Toilet project was likely to go over budget due to the unforeseen need for heating to be installed. Pek Peppin noted that, if a lift were to be installed in the Shambles before work to the upper floor had been completed, the Market House would be unable to generate any income for some time. In order to increase the amount held in earmarked reserves, it might be necessary to raise the precept but no decisions were made.

**F054** To note the resignation of the Marketing and Communications Administrator and agree how to proceed with recruitment.

**Noted.** Councillors discussed the issue of recruitment for the post. It was felt that, due to the ongoing CV-19 situation, there was no immediate need to undertake marketing activity for the Market House or for the town generally at this time. Laura Tilling had agreed to deal with any Market House bookings and Margaret Bebbington was monitoring emails to the Marketing and Communications Administrator's email address.

**RESOLVED:** It was proposed and unanimously agreed to postpone recruitment to this post until at least February 2021, so that the ongoing CV-19 situation could be assessed and to allow the new Clerk time to settle into her post.

**F055** To note the resignation of the Market Manager and agree how to proceed with recruitment.

Penny Steiner explained that the Market Manager wanted to continue in the role but did not want to deal with the early start and heavy work associated with setting up the market. She was happy to continue with administrative and marketing tasks and had suggested that one of the stall holders might be interested in taking on the remainder of the role. There was some general discussion about how this could work. It was **agreed** that the tasks associated with the Market Manager role should be assessed, along with an examination of the income and expenditure associated with the market and that this matter should be brought to the next Finance and Management Committee meeting.

**Action 201109/1: Judi Morison and Penny Steiner**

**F056** To review the following documents, agree any changes required and recommend them to Full Council for approval:

- Financial Risk Assessment
- Risk Management Document
- Training and Development Policy

**RESOLVED:** It was proposed and unanimously agreed to recommend the Financial Risk Assessment and Risk Management Documents to the Full Council for approval without amendment.

**Action 201109/2: Town Clerk**

Judi Morison noted that staff had completed several training courses and said that it was important for Councillors to attend the Councillor Essential training delivered by SALC.

**RESOLVED:** It was proposed and unanimously agreed that Judi Morison would amend the Training and Development Policy to remove references to the MCHR Committee and would add the requirement for all Councillors to attend the Councillor Essentials training offered by SALC. The document would then be referred to the Full Council for approval.

**Action 201109/3: Judi Morison & Town Clerk**

**F057** The date of the next Finance and Management Committee meeting will be Monday 8<sup>th</sup> February 2021. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 24<sup>th</sup> December 2020.

**Noted.**

**The meeting ended at 20:24.**



**Zöe Godden PSLCC  
Locum Town Clerk**