



Yarm Town Council
Town Hall
High Street
Yarm
TS15 9AH

In Attendance:

Cllr C Walker (Chair)
Cllr P Addison
Cllr J Coulson
Cllr A Gallafant
Cllr A Moffitt

Cllr P Monck
Cllr P Morton
Cllr P Smailes

Juliet Johnson (Town Clerk)

**Minutes of the
Inaugural
Finance and Governance Committee
8th July 2020**

1. Notice and Quorum

1.1 Notice was given and the meeting agreed as quorate.

2. Apologies for absence

2.1 Received from Cllr Simpson.

3. Code of Conduct | Declaration of Interest | Dispensation:

- a) To record declarations of interest from members of any item to be discussed
- b) To consider, vote upon and record any requests for dispensation

3.1 None Received.

4. Terms of Reference (item for approval - SEE ATTACHMENT)

4.1 Query regarding draft Terms of Reference 2.1 f), definition of what an 'approved list of suppliers' constitutes ?

AGREED: a) regarding 2.1 f) in the draft Terms of Reference:

i) list of approved suppliers should include several from the same trade/discipline who are recognised as having the appropriate approvals, qualifications and/or registrations (e.g. as applicable and governed by legislation) as well as a track record of recommendation and references regarding quality service befitting for YTC to consider.

ii) list will also give transparency, in the public domain, as to suppliers we have previously used and intend to use (i.e. subject to Standing Orders & Financial Regulations regarding need and thresholds for quotations and tenders).

ACTION: Town Clerk to establish and update the list accordingly

AGREED: b) the Terms of Reference were adopted

5. GOVERNANCE

5.1 Policy Matrix

| Policy Name | Last Reviewed | Expiry Date (NB superseded by any legislative change, national advice and guidance) | Risk RAG | Target Review Date |
|------------------------|---------------|---|----------|--------------------|
| Standing Orders | 00.05.19 | Overdue | | annual / overdue |
| Financial Regulations | 11.06.19 | Due Now | | annual /due now |
| Code of Conduct | 13.01.15 | Biennial | | now |
| Complaints Procedure | 00.11.18 | Biennial | | 30.11.20 ? |
| Data Protection Policy | 13.01.15 ? | Biennial | | 31.12.20 ? |
| Disciplinary Policy | 00.02.16 ? | Biennial | | |
| Flag Flying Policy | 00.11.18 | Biennial | | 00.11.20 |
| Social Media Policy | 00.07.19 | Annual (to keep pace ?) | | |
| | | | | |

AGREED: Town Clerk to investigate further e.g. policies that exist only as hard copy or archived separately on the Town Hall computer (i.e. not stored on agreed share drive system).

ACTION: Development of Equalities & Diversity Policy; Health & Safety Policy; COVID Risk Assessment & Policy - **Town Clerk** to review any existing copy/ work and will also reference to guidance notes and templates from (e.g.)NALC and HSE (inc. SBC work); **Clr Smiles** to assist with **COVID Risk Assessment**.

5.2 Standing Orders

Discussion - how to approach a review of the Standing Orders, timescales etc. ?

AGREED & ACTIONS :

- i) Full review led initially by a working group (**Cllrs. Monck, Smailes and Coulson with the Town Clerk**);
- ii) **Town Clerk** to 'regroup' SOs under headings in accordance with Guidance (to compare to previous format and achieve improved layout and logic of order) and initially highlight particular questions and gaps and circulate to working group;
- iii) following this work, circulation to **whole council** for comment;
- iv) initial draft with comment **from all** ready for next F&G meeting (**September**);
- v) one new area to include - BACS payments and online banking.

5.3 Committee Terms of Reference (item for discussion - what do we have, when were these last reviewed - outcome similar to the Policy matrix)

| Committee Name | Terms of Ref. ? (yes / no) | Risk RAG | Target Date (to review or put in place) | Lead |
|------------------------|-------------------------------|----------|--|----------------|
| Finance and Governance | Yes (agreed) | | COMPLETE | Cllr Walker |
| Cemetery | No | | December 20 | Cllr Moffitt |
| Allotments | No | | December 20 | Cllr Gallafant |
| Weigh & Tolls | Yes | | TBC | TBC |
| Policy and Resources | Yes | | TBC | TBC |
| | | | | |

AGREED: Cemetery and Allotments Terms of Reference to be drafted.

ACTION: **Cllr Moffitt** and **Cllr Gallafant** to draft with support from Town Clerk.

6. FINANCE

6.1 Financial Reporting

Discussion: how we can improve financial reporting to the Council, including the line by line 'forecast' and 'actual' spend noting any variations against annual budget allocated, RAG, accruals/emerging unplanned upcoming spend and future discussion regarding Realtus system and 'fitness for purpose'.

AGREED & ACTIONS:

- i) quarterly review for financial reporting (simple 'forecast, actual, variance and reasons' layout) with unusual events or variances highlighted monthly by lead **Cllr for Finance (Cllr Addison) & Town Clerk**;
- ii) share drive account for Allotments to be established (**Town Clerk and Cllr Gallafant**);
- iii) other financial reporting issues (e.g. listed at 6.1 above) to be carried forward to the next F&G meeting for discussion.

6.2 Assets and Liabilities

Discussion: what do we have, how we will create, populate and manage the register;

Update - Town Clerk is in the process of:

- a) creating a list of all YTC assets and
- b) is adding to this (grouped according to location) artefacts from the hard-copy list [just received from Jo Faulkner] and
- c) timetable of related maintenance contracts, reviews , surveys, renewals etc.

ACTION: **Town Clerk** to share **to all** on google to view and make additions / comments and add any information relevant; review Allotments assets are properly listed (**Cllr. Gallafant**).

AGREED: standing item of this list on F&G to see progress (NB Assets Register exists separately but may eventually be combined - to be discussed).

7. STANDING AGENDA ITEMS

(for future meetings, for information only, unless items received/in process):

AGREED: that the following will be standing agenda items.

7.1 Risk Register (Financial and Governance):

Discussion: process to establish this?.

- i) Cllr Addison suggested that one exists - created June 2019 ?

ACTION: Town Clerk to locate this (location: hard-copy or Town Hall Computer ?)

Other standing agenda items would include (to be discussed):

7.2 FOI requests

- i) Cllr Monck - prior to previous Town Clerk leaving, enquiry came in regarding information held by YTC on CCTV. Cllr Monck to forward record of the commissioner response to this issue and to check if any further communications received regarding this.

ACTION: FOI registrar needs to be established (inc. check of how / where FOI requests are received - **Town Clerk**).

7.3 Data Subject Access requests: none known of (definition & difference to FOI - request for records we hold that contain the enquiries personal data).

7.4 Complaints: definition - as pertaining to how YTC as a whole does business.

7.5 Quotations/Tenders:

- i) tree survey recommendations to come to **YTC 14.07.20 (Cllr Monck)** and 3 quotations then to be sought (**Town Clerk**);
- ii) quotations for electrical work at the Allotments; update to come to **YTC 14.07.20 (Cllr Gallafant)**.

7.6 Items for the Gifts and Hospitality Register: none currently

ACTION: **Town Clerk** to establish this Register.

8. Date of Next Meeting

8.1 **September 2020** (time and day TBC)

CHAIR: Cllr. Chris Walker

Signed:.....Date:.....

J. Johnson - Town Clerk

08.07.20