

**Minutes of a Meeting of the Finance and General Purposes Committee held on Wednesday 24 January 2018 at 2:00pm In the Council Chamber of Beccles Town Hall**

**PRESENT:** N Brooks, Chair  
G Elliott  
S Kenward  
J Harris  
R Stubbings (Mayor)  
J Walmsley

**IN ATTENDANCE:** Mrs C Boyne, Town Clerk

**MEMBERS OF PUBLIC: 0**

**1. TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Birrell, Brambley-Crawshaw and Kathuria.

**2. TO RECEIVE DECLARATIONS OF INTEREST OR ANY REQUESTS FOR THE GRANTING OF DISPENSATIONS IN RELATION TO ANY DISCLOSABLE PECUNIARY INTERESTS IN ITEMS ON THE AGENDA**

Councillor Stubbings declared a pecuniary interest in item 7 on the agenda regarding the Blyburgate Hall Ambulance Station tenancies for which he had been given a dispensation by the council to speak but not to vote.

**3. TO ACCEPT FOR ACCURACY AND ADOPTION THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON WEDNESDAY 15 NOVEMBER 2017**

**RESOLVED** To accept for accuracy and adoption the minutes of the Finance and General Purposes Committee meeting held on Wednesday 15 November 2017

**4. TO REVIEW THE CURRENT S106 AND COMMUNITY INFRASTRUCTURE LEVY (CIL) SCHEDULES**

It was noted that there was a S106 contribution of £956 which expired on 9 August 2018 and a balance of £2,929 on CIL receipts. It was agreed that the Assets and Environment Committee should be tasked with spending the S106 contribution and that the committee should consider spending it on the painting of the gates leading onto The Avenue.

**RECOMMENDATION TO THE ASSETS AND ENVIRONMENT COMMITTEE**

To investigate the spending of the S106 contribution of £956 and consider using it to finance the painting of the gates leading onto The Avenue

**5. TO RECEIVE THE CORRESPONDENCE FROM THE SUFFOLK ASSOCIATION OF LOCAL COUNCIL'S REGARDING THE DATA**



## **PROTECTION OFFICER**

The clerk explained that she had received opposing advice as to whether the clerk could also act as the Data Processing officer (DPO) under the new Data Protection Regulations. A company (The DPO Centre) was offering the services of a DPO with fee scales varying depending on size of precept and number of anticipated enquires. Expressions of interest were being invited with no obligation. She still felt that further information would be forthcoming in the coming months regarding the new regulations.

The committee generally agreed that there would be a conflict of interest for the clerk to act as the DPO and so an expression of interest should be made to The DPO Centre regarding buying in DPO services.

**RESOLVED** That based on the information received to date, it will not be appropriate for the clerk to act as the Data Processing Officer (DPO) and for an expression of interest to be made to the DPO Centre regarding procuring DPO services

### **6. TO AGREE THE LICENCE FOR CARPETBOUND TO OCCUPY THE AMBULANCE STATION GARAGE AT BLYBURGATE HALL**

The licence had been prepared by the solicitor and the committee was happy for the licence to be granted for a period to 31 December 2018 at £25 per week with a one month break clause on either side.

#### **RECOMMENDATION TO COUNCIL**

To agree and sign the licence for CarpetBound to occupy the Ambulance Station Garage at Blyburgate Hall

### **7. TO RECEIVE A REQUEST FROM MAYFLOWER ARTS & CRAFTS AND RUMPUS UKELE/SMASH SKATES TO OCCUPY ROOMS IN THE AMBULANCE STATION GARAGE AT BLYBURGATE HALL FOR STORAGE**

There was concern expressed that Mayflower had not been able to remove their stock when they had been asked to vacate the room on the sale of the Ambulance Station to the council. However, it was generally agreed that if the occupation of the room assisted their business it should be allowed to continue. A rent of £10 per week was agreed.

Rumpus Ukele/Smash Skates had requested the use of the room nearest to the main door of the Station. There was an electric storage heater in this room and it was agreed that the disconnection of this heater would be a condition of the tenancy, but that if the companies wished to keep the heater, a meter would need to be installed and the companies would pay for the electricity used. A rent of £10 per week was agreed.

#### **RECOMMENDATION TO COUNCIL**

To agree and sign the licences for Mayflower Arts & Crafts and Rumpus Ukele/Smash Skates to occupy rooms in the Ambulance Station Garage

at Blyburgate Hall for storage

**8. TO RECEIVE AN UPDATE ON COUNCIL LEASES**

The clerk reported that the lease of the Former Waste Site was now in place.

**9. TO RECEIVE FOR CONSIDERATION AND RECOMMENDATION TO COUNCIL THE FOLLOWING DOCUMENTS FOR AUDIT PURPOSES:-**

**Review of the effectiveness of the Internal audit**

**RECOMMENDATION TO COUNCIL**

To agree the review of the effectiveness of the internal audit

**Clerk's review of the Fidelity Guarantee Insurance**

The clerk was recommending that the Fidelity Guarantee Insurance remained at its current level of £500,000. Although the council and trust would be receiving extra income for the moorings at Beccles Quay and Blyburgate Hall, this was mitigated by the £150,000 that was spent on the purchase of the Blyburgate Hall car park as far as surplus funds were concerned.

**RECOMMENDATION TO COUNCIL**

To agree the Clerk's review of the Fidelity Guarantee Insurance

**Risk Assessments**

The clerk had made a couple of minor amendments to the risk assessments. The clerk explained that the Deputy Clerk was currently preparing new risk assessments, but that at present the current risk assessments would stand.

**RECOMMENDATION TO COUNCIL**

To agree the Risk Assessments

**Financial Risk Assessment**

The clerk had made a minor amendment to the Financial Risk Assessment.

**RECOMMENDATION TO COUNCIL**

To agree the Financial Risk Assessment

**Standing Orders and Financial Regulations**

The clerk reported that she had updated any items in bold in the Standing Orders with what was currently included in the Suffolk Association of Local Council's model Standing Orders, as these were set down in law. She had replaced the whole of the 'Rules of Debate' section with that shown in the model Standing Orders. The Power of Well Being had been replaced by the General Power of Competence, and so this section had been removed. She had also removed Part II Chairmanship, as, whilst a useful document in its time, this no longer formed part of the model Standing Orders and could

contradict parts of the actual Standing Orders.

There was discussion regarding allowing for votes by a secret ballot in Standing Orders, and it was agreed that a section should be included stating that council may vote by secret ballot at the request of a councillor, provided a majority agreement was obtained. As with other votes, the mayor would have an original and casting vote.

The Financial Regulations were reviewed and the following amendments were made:-

- 3.2 The date that the budget must be prepared was changed from November to December.
- 4.3 This section did not allow budgets to be carried forward, and so it was agreed that this should be removed to allow flexibility. The clerk advised that budget carry forwards should only take place in special circumstances.
- 5.2 Only the council could approve the schedule of payments, and so the reference to a committee having this power was removed.

#### **RECOMMENDATION TO COUNCIL**

To agree the Standing Orders and Financial Regulations

#### **10. TO CONFIRM THE DATE OF THE NEXT MEETING**

The dates of the next two meetings were confirmed as Wednesday 28 February 2018 at 10:00am (this meeting would only go ahead if there was substantive business requiring attention) and Wednesday 28 March 2018 at 10:00am.

 28/3/18