



SHERBURN IN ELMET TOWN COUNCIL

DRAFT Minutes of the SETC Finance and Governance Committee meeting held Monday 22 August 2022 at 7.15pm in Eversley Park Centre, Sherburn in Element.

Present: Councillor Peter Baumann (Committee Chairman), Councillor Mario Redhead, Councillor Bob Packham, Councillor Sarah Bradder, Councillor Gary Limbert (non-Committee Member) and 2 members of the public.

In attendance:

Nicola Moorcroft (Locum Clerk) via MS Teams

<p>Item 1/FGC Aug 22.</p>	<p>Apologies:</p> <p><i>a. To receive and note apologies for absence.</i></p> <p>An apology for absence was received on behalf of Councillor Alex Tant-Brown</p> <p>RESOLVED:</p> <p>That this be noted.</p> <p><i>b. To consider reasons for absence received</i></p> <p>A reason for absence was received from Councillor Alex Tant-Brown</p> <p>RESOLVED:</p> <p>That the reason for absence provided by Councillor Alex Tant-Brown be approved</p>
<p>Item 2/FGC Aug 22.</p>	<p>Declarations of Interest:</p> <p><i>a. To receive any declarations of interests from Members</i></p> <p>There were none</p> <p><i>b. To consider any dispensation requests received</i></p> <p>There were dispensation requests received for consideration.</p>

Signed..... Date:

<p>Item 3/FGC Aug 22.</p>	<p>Public session:</p> <p>Representatives from Sherburn Bowls Club provided further information regarding an application for funding submitted to SETC.</p> <p>Councillor Gary Limbert spoke in support of the application for funding submitted to SETC on behalf of Sherburn Bowls Club.</p>
<p>Item 4/FGC Aug 22.</p>	<p>Minutes:</p> <p><i>a. To approve minutes of SETC Finance and Governance Committee Meeting held 25 July 2022, as a true and accurate record of that meeting.</i></p> <p>RESOLVED:</p> <p>That the minutes of SETC Finance and Governance Committee Meeting held 25 July 2022, be approved as a true and accurate record of that meeting</p>
<p>Item 5/FGC Aug 22.</p>	<p>RFO Report/Financial matters:</p> <p><i>a. To approve payment of invoices received.</i></p> <p>RESOLVED:</p> <p>That all invoices presented for payment be approved and paid with immediate effect.</p> <p><i>b. To confirm completion of monthly internal control checklist and consider any action required.</i></p> <p>RESOLVED:</p> <p>To confirm that this Committee completed the monthly internal control checklist (as per SETC Financial Regulation 1.5.1).</p> <p>That no further action is required.</p> <p><i>c. To approve use of monthly Direct Debit for payment of SETC utilities.</i></p> <p>RESOLVED:</p> <p>That SETC utilises Direct Debit and Standing Order banking facilities (in accordance with SETC Financial Regulation 6.5) to make payments for the following:</p> <ul style="list-style-type: none"> • HMRC • NEST • Utilities (whilst current charges apply)

Signed..... Date:

- SETC Mobile phones

d. To consider the grant funding application from Eversley Park Cricket Club

RESOLVED:

That, as the requisite information/documentation has not been received by SETC and no representative attended this meeting (as required by SETC Grant Funding Awarding Policy), this application for funding cannot be considered at this time.

e. To consider the grant funding application from Sherburn Bowling Club

RESOLVED:

That by virtue of s19 of the Local Government (Miscellaneous Provisions) Act 1976, the sum of £1000 is awarded to Sherburn Bowling Club

f. To consider the grant funding application from Sherburn in Elmet Community Trust

RESOLVED:

That the Committee notes - this is not an application for funding to Sherburn in Elmet Community Trust but a request to SETC to pay an additional £6 per week (in addition to current £12) for an additional days' use of the kitchen at the Eversley Park Centre for the Meals on Wheels Service, from September 2022.

That as there is no statutory power available to SETC for this funding, use of S137 of the Local Government Act 1972 be considered.

That the benefit of this project brings direct benefit to a considerable number of residents within the parish.

That the benefit attained is commensurate to the expenditure (circa. £1000)

That the expenditure incurred does not exceed the total SETC limit usage of s.137 power.

g. To note use of s137 of Local Government Act 1972 for the purchase, installation and maintenance of VAS signage.

RESOLVED:

That SETC must use s137 of Local Government Act 1972, as the legal power, for the purchase, installation and maintenance of VAS signage.

Signed..... Date:

h. To note current HMRC arrangements and approve changes required.

RESOLVED:

That the current HMRC arrangements be noted.

That all changes/action required to ensure any accounts associated with SETC are 'separated' be approved

i. To consider potential grant income sources for SETC

RESOLVED:

That Committee members give due consideration to the type of funding areas SETC would benefit from.

That a list (of the above) is considered at the next meeting of this Committee.

j. To consider 'opting out' of External Audit provision from SAAA

RESOLVED:

That SETC **does not** 'opt out' external audit provision from SAAA

k. To consider funding arrangements re: minibus provision

a) Funding previously agreed to Community Minibus Association

RESOLVED:

That the final payment of this award (£3570), in 2023 be paid to Community Minibus Association (and not Community Minibus Admin).

That a Funds release form is sent to this organisation prior to any payment being made in 2023

b) Community Visiting Scheme

RESOLVED:

That, due to the value of the funding requested, this application be considered by SETC at its next meeting on 19 September 2022.

Signed..... Date:

<p>Item 6/FGC Aug 22.</p>	<p>SETC Policy review:</p> <p>To review the following SETC Policy documents:</p> <p>a. SETC Code of Conduct</p> <p>RESOLVED:</p> <p>That Code of Conduct (based on LGA Model), as circulated prior to this meeting, be approved, adopted and forwarded to all SETC Councillors as soon as possible.</p> <p>b. SETC FOI Policy</p> <p>RESOLVED:</p> <p>That SETC FOI Policy, as circulated prior to this meeting, be approved, adopted and forwarded to all SETC Councillors as soon as possible.</p> <p>c. SETC Vexatious Complainants Policy</p> <p>RESOLVED:</p> <p>That SETC Vexatious Complainants Policy, as circulated prior to this meeting, be approved, adopted and forwarded to all SETC Councillors as soon as possible.</p> <p>Finance and Governance Committee Terms of Reference be amended to include governance of requests under FOIA</p> <p>Terms of Reference for a Vexatious Complainants Appeal panel be considered at the next meeting of this Committee.</p> <p>FOIA Action log be included in SETC centralised digital filing system</p> <p>d. SETC Social Media Policy</p> <p>RESOLVED:</p> <p>That SETC Social Media Policy, be approved, adopted and forwarded to all SETC Councillors as soon as possible.</p>
<p>Item 7/FGC Aug 22.</p>	<p>Next meeting:</p> <p><i>To confirm date, time and venue for next meeting of SETC Finance and Governance Committee.</i></p> <p>RESOLVED:</p> <p>That the next meeting of Sherburn in Elmet Town Council Finance and Governance Committee is Monday 26 September 2022 at 7.15pm</p>

Signed..... Date:

Meeting closed at 8.45pm

DRAFT

Signed..... Date: