**DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 24th January 2023 at 7.30pm.**

**Present:** Cllr Chris Collier (Chair of Committee),Cllr David Seabrook (Deputy Mayor), Cllr Cathy Gallagher, Cllr Isobel Sharkey, Cllr Claude Cheta, Cllr Sue Griffiths. Cllr Lynda Duhigg, Cllr Alan Milliner.

**Officers**: George Dyson (Deputy Town Clerk & Civic Officer), Zoe Malone (Finance Officer).

No members of the public were in attendance.

1. **PF842 CHAIRMAN'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, welcomed everyone, and gave a brief reminder of the building fire procedures.

1. **PF843 PUBLIC QUESTIONS**

There were no public questions.

1. **PF844 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Symonds, and Tony Allen (Town Clerk).

These apologies were **noted** by the Committee.

Cllr Griffiths is substituting for Cllr Symonds.

Cllr Goble was also absent.

These absences were **noted** by the Committee.

1. **PF845 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

1. **PF846 TO ADOPT THE COMMITTEE’S MINUTES OF 22nd NOVEMBER 2022**

**Proposed By:** Cllr Gallagher  **Seconded By:** Cllr Sharkey

The minutes were **agreed** and **adopted.**

1. **PF847 TO REVIEW THE 2022/23FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

**1. Finance Officer’s report:-**

The Finance Officer gave a brief verbal report which the Committee **noted**.

**2. Bank account & Bank Reconciliation statements (for signing):-**

 **Proposed By:** Cllr Griffiths **Seconded By:** Cllr Sharkey

 The Committee **agreed** to the signing of the Bank account and Bank Reconciliation.

**3. Income & Expenditure report.:-**

There was a brief discussion about the maintenance charges from the Meridian Centre.

The Committee **noted** the Income & Expenditure report.

**4. Balance Sheet:-**

The balance sheet was received and **noted.**

**5. CIL & S.106 report (income, expenditure & bids):-**

Cllr Seabrook asked some questions about the successful CIL bid for Howard Park and when we would be able to start work on the assigned project.

The Committee **noted** the report.

**6. List of payments (for approval):-**

Cllr Gallagher asked for some further clarification on what the item titled ‘batteries for vehicles’ were for specifically.

It was clarified that the batteries were for the Grounds Team new electric equipment.

It was proposed to approve the November & December 2022 payments amounting to £245,220.98, as scheduled in the meeting papers.

 **Proposed By:** Cllr Seabrook **Seconded By:** Cllr Cheta

The Committee **approved** theNovember & December 2022 payments.

**7. Review of external contracts, SLA’s & their ongoing authorisations:-**

The Committee **noted** that there were no reviews currently required.

**8. Funding report for buildings equipment maintenance works:-**

The Committee received and **noted** the report.

1. **To approve additional expenditure required for the repair of the Community House heating/air conditioning system.**

The Finance Officer gave an overview of the works required and a brief discussion followed about the works that will be required anyway in the future as part of the Meridian Centre redevelopment.

It was proposed that the Committee accept the recommendation to approve the additional expenditure, with the condition that it is not spent until the new financial year.

**Proposed By:** Cllr Seabrook **Seconded By:** Cllr Sharkey

The Committee **resolved** to **agree** to this proposal.

1. **PF848 TO DISCUSS THE COMMITTEE’S ACTION PLAN AND AGREE ANY FURTHER ACTION**

The Committee highlighted that there appears to be an error on the first item on the Action plan, which refers to a Committee meeting on 7th December 2010.

The action plan was otherwise **noted**.

1. **PF849 TO RECEIVE A REPORT ON THE DEVELOPMENT OF THE NEW BUSINESS PLAN**

It was **noted** that there had been no additions/amendments to the Plan since the Committee’s last meeting.

1. **PF850 TO DISCUSS THE POSSIBILITY OF EMCOR RETURNING TO THE FIELDS & ROBSONS ROOMS WITH PTC STAFF MOVING BACK TO THE MAIN OFFICE.**

Cllr Seabrook suggested that this item and item PF851 could be discussed together.

The Chair felt it best to keep the items separate as item PF851 applies to a number of tenants of the Meridian Centre and may need further information before coming back to Committee.

There was a lengthy discussion about the risks and benefits associated with Staff moving back to the main office and EMCOR returning to the Fields and Robson Room.

It was proposed that subject to the Terms & Conditions being worded carefully to address concerns around the risks of EMCOR returning, and that these Terms & Conditions are approved by Council before being signed, that the Committee approve the recommendation in the Finance Officers Report.

**Proposed by:** Cllr Griffiths **Seconded by:** Cllr Duhigg

The Committee **resolved** to **agree** to this proposal.

1. **PF851 TO DISCUSS AND DECIDE ON WHETHER OTHER OUTLETS CAN BE ACCOMMODATED WITHIN COMMUNITY HOUSE DURING THE MORRISONS REDEVELOPMENT.**

There was a brief conversation about support that the Town Council could offer to current tenants, but was felt that more information is needed, and it was proposed that the item be deferred to the next meeting of the Committee, and that the Committee Chair and Finance Officer speak to the tenants and produce a report with recommendations for Committee to consider.

**Proposed by:** Cllr Seabrook **Seconded by:** Cllr Duhigg

The Committee **resolved** to **agree** to this proposal.

1. **PF852 TO ADOPT AN UPDATED GRANTS POLICY.**

Cllr Griffiths highlighted a clerical error of the last page of the policy (paragraph 6, sentence 3) which doesn’t make sense.

It was proposed that the policy be approved and adopted, subject to the correction.

**Proposed by:** Cllr Griffiths **Seconded by:** Cllr Seabrook

The Committee **resolved** to **agree** to this proposal.

1. **PF853 TO APPROVE A CAR PARKING SOLUTION FOR CENTENARY PARK.**

It was proposed that the Committee accept the recommendation in the report and approve the car parking solution.

**Proposed by:** Cllr Cheta **Seconded by:** Cllr Gallagher

The Committee **resolved** to **agree** to this proposal.

1. **PF854 TO NOTE UPGRADE OF CREATIVE AND E-FLIP SOFTWARE FOR MARKETING/ PTC USE.**

The Committee **noted** the report.

1. **PF855 TO NOTE THE UPDATED VOLUNTEER POLICY.**

It was proposed that the Committee note the updated policy and set up a TFG to review the volunteer policy.

**Proposed by:** Cllr Gallagher **Seconded by:** Cllr Seabrook

The Committee **resolved** to **agree** to this proposal.

Cllr Seabrook and Cllr Griffiths will form the TFG to review the volunteer policy.

1. **PF856 TO SET UP A TFG TO REVIEW THE COUNCIL’S COMPLAINTS POLICY.**

The Committee highlighted that a TFG was set up at the Full Council Meeting on 6th December 2022, which consists of Cllrs Sharkey, Gallagher, and Sanderson.

**CONFIDENTIAL**

***In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press are excluded from the discussion of the following items:-***

1. **PF857 AGED DEBT ANALYSIS.**

The Committee agreed that there was no discussion needed on this item.

1. **PF858 DATE OF NEXT MEETING – TUESDAY 7th MARCH 2023 AT 7.30PM.**

*There being no further business the meeting ended at 20:27.*