**DRAFT Minutes of the meeting of the Policy & Finance Committee Meeting held in the Anzac Room, Community House on Tuesday 12th March 2024 at 7.30pm.**

**Present:** Cllr Sue Griffiths (Chair of Committee), Cllr Mary Campbell (Vice Chair of Committee), Cllr David Seabrook (Chair of Council), Cllr Isobel Sharkey (Vice-Chair of Council), Cllr Wendy Veck, Cllr Debbie Donovan, Cllr Ian Alexander, Cllr Nikki Fabry, Cllr Claude Cheta.

**Officers**: George Dyson (Town Clerk), Zoe Malone (Responsible Financial Officer).

No members of the public were in attendance.

1. **PF975 CHAIRMAN'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:33, welcomed everyone, and informed the Committee that the next Bingo is Wednesday 13th March, and the next Cinema is Wednesday 20th March showing Wicked Little Letters.

1. **PF976 PUBLIC QUESTIONS**

There were no public questions.

1. **PF977 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Gallagher, with Cllr Fabry substituting.

1. **PF978 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

There were no declarations of interest.

1. **PF979 TO ADOPT THE COMMITTEE’S MINUTES OF 30TH JANUARY 2024**

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

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

1. **PF980 TO RECEIVE THE MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 18TH JANUARY 2024**

**Proposed By:** Cllr Donovan  **Seconded By:** Cllr Alexander

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

1. **PF981 TO NOTE THE DRAFT MINUTES OF THE COMMUNITY HOUSE SUB-COMMITTEE MEETING OF 15TH FEBRUARY 2024**

The Committee **noted** the draft minutes.

1. **PF982 TO REVIEW THE FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

**1. Finance Officer’s report**

The RFO briefly summarised the report, highlighting expenditure codes that have gone over budget.

Cllr Campbell asked a question surrounding the allocation of interest payments received on CIL monies which the RFO clarified.

Cllr Cheta asked about the impact of the Meridian Centre closure which the Clerk and RFO explained there are still a lot of unknowns, but gave an brief summary of how it has been planned for.

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

**Proposed by:** Cllr Campbell **Seconded by:** Cllr Veck

The Committee **resolved** to **agree** to sign the bank reconciliation statements.

**3. Income & Expenditure report**

The Committee **noted** the report.

**4. Balance Sheet**

The Committee **noted** the balance sheet.

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

The Committee **noted** the report.

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

**Proposed by:** Cllr Campbell **Seconded by:** Cllr Sharkey

The Committee **resolved** to **approve** the list of payments.

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

The Committee **noted** the report.

**8. Funding report for buildings equipment maintenance work**

The Committee **noted** the report.

1. **PF983 TO DISCUSS THE COMMITTEE’S ACTION PLAN AND AGREE ANY FURTHER ACTION**

The Chair briefly introduced the item and suggested that the Clerk might have a suggestion for the action plan which is now quite out of date.

The Clerk suggested the action plan could be updated with the business plan items which are coming up later in the agenda, which the Committee felt was a good idea.

1. **PF984 TO ADOPT AN ADVERTISING POLICY**

The Committee discussed the item and highlighted a couple of changes to be made to the policy:

Item 4.4c, that this is changed to say Party Political rather than political.

**Proposed by:** Cllr Sharkey **Seconded by:** Cllr Donovan

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

Item 4.4f, that this is amended to include vaping.

**Proposed by:** Cllr Seabrook **Seconded by:** Cllr Donovan

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

It was proposed that, subject to the above amendments, the Committee adopt the advertising policy.

**Proposed by:** Cllr Campbell **Seconded by:** Cllr Donovan

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

1. **PF985 TO AGREE A NEW TEMPLATE REPORT FORM**

The Town Clerk introduced the item and gave some background information. The Committee discussed and suggested some amendments as follow:

Section 4 – to include ‘other’ under the expected benefits.

Section 4 – to merge local community and wider community into one heading of community.

It was proposed that, subject to these amendments, the Committee agree to the new template report form.

**Proposed by:** Cllr Campbell **Seconded by:** Cllr Seabrook

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

1. **PF986 TO AGREE COMMITTEE PRIORITIES FOR THE COMMUNITY & BUSINESS PLAN**

The Chair introduced the item.

It was proposed that the Committee agree to put forward the identified priorities in the papers to the business plan TFG for inclusion.

**Proposed by:** Cllr Seabrook **Seconded by:** Cllr Veck

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

1. **PF987 TO AGREE DRAFT TERMS AND CONDITIONS FOR A POP-UP SHOP ON THE DELL (FROM LA&E COMMITTEE)**

Cllr Campbell highlighted a discrepancy in one document referring just to the Dell, whereas another to the Dell and Centenary Park.

Concerns were raised over obstructing access to parks, it was suggested that the terms could include that a plot would be allocated by the Grounds Team to ensure this does not happen.

There was also a concern that terms 1 & 12 were conflicting with each other – the Clerk will look at these and ensure that they reflect the terms in condition 1.

It was proposed that the terms & condition be adopted, subject to the above amendments.

**Proposed by:** Cllr Alexander **Seconded by:** Cllr Sharkey

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

1. **PF988 TO RECEIVE A REPORT AND AGREE RECOMMENDATIONS ON EARMARKED RESERVES**

It was proposed to agree the recommendations on earmarked reserves.

**Proposed by:** Cllr Campbell **Seconded by:** Cllr Alexander

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

1. **PF989 TO DECIDE WHETHER TO SPEND CREDIT WITH MADISONS ON DESIGNING THE MERIDIAN WALK LEAFLETS/APP (FROM CCE COMMITTEE).**

The Town Clerk introduced the item, and gave some additional information about some confusion over which credit with Madison was being referred to, it was clarified that the credit in question was the voucher provided at Christmas, not the paid credit for training.

Cllr Donovan summarised the project and gave an overview of the work of the TFG, including the anticipated full cost of the project.

There was a discussion around the project, including the total cost, work required, and phasing.

It was proposed that the TFG use the £250 credit voucher received at Christmas to start the work for the QR coding on the Meridian Walk leaflet.

**Proposed by:** Cllr Donovan **Seconded by:** Cllr Seabrook

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

1. **PF990 TO AGREE ALLOCATION OF COSTS ASSOCIATED WITH THE UKRAINIAN EVENT (FROM CCE COMMITTEE)**

The Chair introduced the item, the RFO then clarified that £300 of a previously awarded grant has just been returned and could be reallocated to this event.

It was proposed that the returned grant money be used to fund the event, and that it be earmarked if not spent this financial year to be spent next financial year.

**Proposed by:** Cllr Veck **Seconded by:** Cllr Seabrook

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

1. **PF991 TO AGREE CENTENARY PARK PLAYGROUND REPAIRS**

The Chair introduced the report.

It was proposed that the Committee agree to the costs for the repairs.

**Proposed by:** Cllr Sharkey **Seconded by:** Cllr Cheta

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

1. **PF992 TO DECIDE ON A REPLACEMENT DOOR OPENING MECHANISM FOR THE COMMUNITY HOUSE DOOR**

The Chair introduced the item, and Cllr Seabrook reinforced the importance of carrying out the work to ensure accessibility into the building.

It was proposed that the work goes ahead, with the costs taken from the Repairs and Alterations of Community House budget.

**Proposed by:** Cllr Seabrook **Seconded by:** Cllr Veck

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

1. **PF993 TO RECEIVE VERBAL UPDATES FROM THE FOLLOWING TASK AND FINISH GROUPS (TFGs):**
   * 1. **To review conditions of hire for PTC premises**

It was reported that the TFG had met earlier today and is still very much active. The Community House T&Cs have been adopted, and the Hub T&Cs will be coming to the next Committee meeting.

1. **PF994 DATE OF NEXT MEETING – TUESDAY 30TH APRIL 2024 AT 7.30PM.**

The Date of the next meeting was confirmed as 30th April 2024 at 7.30pm.

1. **PF995 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

**Proposed by:** Cllr Veck **Seconded by:** Cllr Alexander

The Committee **resolved** to exclude press and public from the following items.

**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. **PF996 AGED DEBT ANALYSIS.**

The Committee **noted** the aged debt analysis.

1. **PF997 TO AGREE A PREFERRED TENDERER FOR THE MAIN HALL AIR HANDLING UNITS**

The Clerk summarised the tendering process.

Cllr Alexander presented a summary of his analysis of the tender submissions, Cllr Campbell then presented hers too.

Cllr Seabrook suggested that it comes down to 2 tenders based on the discussion so far.

Cllr Campbell stated that any agreement would need conditions attached.

It was proposed to recommend that Council accept tender submission 3, subject to confirmation of the warranty information, plus the lead and completion times.

**Proposed by:** Cllr Veck **Seconded by:** Cllr Alexander

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

*There being no further business the meeting ended at 20:56*