

NOTICE OF MEETING

You are hereby summoned to a meeting of the
Finance and Governance Committee (Inaugural)
 to be held by
 Conference Call Tuesday **8th July 2020** at 7pm
Juliet Johnson, Town Clerk



Yarm Town Council
 Town Hall
 High Street
 Yarm
 TS15 9AH

In accordance with the Openness of Local Government Bodies Regulations 2014, photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted; the Chair will notify those present of this at the start of the meeting and ask whether they agree to be filmed, recorded or photographed

AGENDA

Finance and Governance Committee

1. Notice and Quorum

GIVEN AND QUORATE

2. Apologies for absence

3. CLLR HADLOW, JOHNSON, (SIMPSON - APOLOGISED)

4. 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**

NONE

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

DISCUSSION: approved suppliers - who has been contracted who we might go to for quotes
 AGREED:

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Policy Name	Last Reviewed	Expiry Date (NB superseded by any legislative change, national advice and guidance)	Risk RAG	Target Review Date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 ?

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 – section 100A(4), members of the public (other than those prohibited from doing so) are entitled to attend this meeting and/or have access to the agenda

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:

ACTION: S.O. May 19; Equalities & Diversity Policy; Health & Safety; COVID 19 assessment & Policy; JF - review NALC GUIDANCE (H&S Executive).

5.2 Standing Orders (item for discussion - how to approach a review of the SOs, timescales etc)

AGREED:

ACTION: BACS and Online Banking; All to Review; Peter & Pam & John - JF (to regroup info under headings (with ref to guidance docs)

terms of reference for various committees

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				
Cemetery				
Allotments				

AGREED: should be on the back of the SOs; W&T + ? exist but nothing else

ACTION: check with chris

6. FINANCE

6.1 Financial Reporting

(item for 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, discussion on Realtas)

AGREED: quarterly enough, with un usual events or variances highlighted by lead cllr for finance & Town Clerk

ACTION: allotment requirement is more frequent

6.2 Assets and Liabilities

(item for discussion - what do we have, how we will create, populate and manage the register;
N.B. Town Clerk in the process of updating this to include
a) artefacts list [from Jo Faulkner] and b) timetable of related maintenance contracts/reviews etc.

AGREED:

ACTION: Town Clerk to share on google to view/ standing item on F&G to see progress.
TC Cllr Gallafant correct allotment assets listed ?

7. STANDING AGENDA ITEMS

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

7.1 Risk Register (Financial and Governance): item for discussion - establishing this

Cllr Addison suggested that one exists - June 2019 ?

ACTION: TC to see if you can locate (location: Town Hall Computer ?)

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

7.2 FOI requests

Cllr Monck - prior to previous TC leaving, enquiry came in re. cameras?
FOI registrar needs to be established

7.3 Data Subject Access requests: none known of (definition & difference to FOI request for records we hold that contain their personal data ; d

7.4 Complaints: NONE KNOWN

7.5 Quotations/tenders: tree survey recommendations to come to YTC 14.07.20 and 3 quotations then to be obtained; quotations for electrical work - allotments

7.6 Items for the Gifts and Hospitality Register

AGREED:

ACTION:

8. Date of Next Meeting (to be agreed)

September