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# MINUTES FOR THE MEETING OF COUNCIL MATTERS

# MONDAY 17TH APRIL 2023 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors B Piper (Chair), M Adams, G Allen, J Hodgson (joined at 18.35), J Hannam (joined 18.35), D Peters and E Price.

**Apologies:** None.

**In Attendance:** A member of the public, C Marlton (Town Clerk) and C Bewley (Finance, HR and Lettings Manager).

# 1. APOLOGIES FOR ABSENCE

The Chair read a statement about how the meeting would be conducted and recorded. The apologies were accepted.

*The Committee will adjourn for the following items:*

PUBLIC QUESTION TIME

The member of the public asked the Committee about: the Section 137 payment and how it is calculated; the financial risk assessment and whether it covers intellectual property; and car parking for the Park Run. The Clerk explained how the S137 allowance can be spent.

*The Committee will reconvene to consider the following items:*

**2. CONFIRMATION OF MINUTES**

**To approve the minutes of 13th March 2023 and update on any matters arising.**

The minutes were **AGREED** as an accurate record of the proceedings.

# 3. MAYOR’S ENGAGEMENTS AND BUDGET

**To consider the Mayor’s engagements since January 2023 and the current budget.**

This was reviewed and unanimously **AGREED**.

**4. APPRAISAL POLICY**

**To review the Appraisal Policy.**

This was reviewed and unanimously **AGREED**.

**5. FINANCIAL RISK ASSESSMENT**

**To review the Financial Risk Assessment.**

This was reviewed and **AGREED** unanimously.

# 6. YEAR END TIMELINE

**To note the year end timeline for financial year 2022/23.**

Noted.

# 7. EARMARKED RESERVES

**To review the earmarked reserves.**

Noted. It was explained that the health of the general reserve means that there are currently no earmarked reserves (nil balance), but that this may be something that the new Council wishes to consider for future projects or to support strategic priorities.

# 8. ARTS AND EVENTS WORKING GROUP

**To consider the recommendations from the Arts and Events Working Group held on 15th March 2023.**

Noted. The Clerk explained that the Civic Hall Pillars artwork project will return to the next Arts and Events Working Group to decide on the appointment of an artist. There was discussion of the Orange Races.

# 9. S137 VALUE FOR 2023/24

**To note the revised S137 value for 2023/24.**

Noted. There has been an increase due to an increase in elector numbers.

# 10. DATE OF NEXT MEETING

**To note the date of the next meeting of the Council Matters Committee – Monday 22nd May 2023 at 6.30pm in the Guildhall.**

Noted.

*The Committee will be asked to* ***RESOLVE*** *to exclude the press and public “by reason of the confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960. (CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)*

# 11. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

**To consider the bank statements and reconciliations for March.**

These were reviewed and unanimously **AGREED**.

# 12. IT SUPPORT

**To consider quotes for IT support for the Council Offices (commercially sensitive).**

It was **RECOMMENDED** to Full Council that the Council migrate to Microsoft from Google and transfer to Cobalt Comms and IT. The Town Clerk will take references regarding other organisations of a similar size of have used them for a migration.

# 13. CIVIC HALL

# To consider ad hoc and relief caretaking cover for the Civic Hall (financial and staffing).

It was unanimously **AGREED** to give the Clerk delegated authority to appoint a casual caretaker.

**14. STAFF ATTENDANCE**

**To note sickness and overtime balances (personal details).**

Noted. It was **AGREED** the Absence Management Policy need not be instigated for the only member of staff who had met a trigger due to it being down to a one-off surgery.

# 15. STAFFING UPDATE

**For any general or urgent updates that required confidential sharing with Councillors.**

The verbal update was noted.

Catherine Marlton

Town Clerk

April 2023