

## **HADLEIGH TOWN COUNCIL**

### **MINUTES OF THE HADLEIGH TOWN COUNCIL MATTERS COMMITTEE HELD IN THE TOWN HALL DINING ROOM ON THURSDAY 5<sup>TH</sup> SEPTEMBER 2019**

**PRESENT:** Cllr R Beggerow (Chair), Cllr S Allman, Cllr C Cammack, Cllr V Faccini, Cllr A Gregg, Cllr A Knock, Cllr C Schleip

Diana Stroh – Locum Town Clerk

3 members of the public

#### **1.9 OPENING**

The Chair advised Councillors that there was no item to approve the minutes and this would be undertaken at the next meeting.

He confirmed no one was filming the meeting.

#### **2.9 TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST**

None received

#### **3.9 DISPENSATIONS**

None received

#### **4.9 APOLOGIES**

An apology from Cllr H Allan was received and accepted by Councillors

#### **5.9 PUBLIC FORUM**

No matters raised by members of the public present

#### **9. ACTION PLAN**

- a. Independent Internal Audit Review – The Chair advised Councillors that someone had been identified, through SALC, to look into this at a cost of £150 per half day.

He went onto state the individual selected would need to be appraised of the issues to be included, from both the Town Council and the Charity, with the key issues being the payments by non-Councillors.

#### **7.9 COUNCIL POLICIES**

- a. The Chair explained the review of policies had previously been on an agenda in June with an agreement having been made to defer them due to other pressing matters, and that this was now the start of the process to review and approve all policies.

Councillors discussed the need to have all policies published on the website in line with other Councils and agreed to format existing documents in line with NALC model guidelines in the first instance.

Councillors queried the number of policies listed, twenty-nine in total, and whether these could be condensed in any way. Cllr Allman suggested if revised policies were in line with NALC guidelines this shouldn't be an issue.

Councillors **agreed** for the Clerk to collate and distribute relevant NALC model policy templates.

## **8.9 FINANCES**

- a. The Chair stated he'd hoped for a copy of the Income and Expenditure for the previous month, having last had an update for June 2019. Whilst accepting a single copy of the finances had been provided, this had not been previously distributed to Councillors for scrutiny prior to the meeting.

Councillors discussed issues surrounding relevant financial processes and concerns as to these being behind schedule and the need for procedures to be 'handed over' prior to the loss of the staff member responsible for financial matters at end of September.

Councillors then discussed recruitment issues before agreeing that financial information should be present on the website and be available for Councillors in good time before the relevant meeting whilst accepting a failure to do so is down to long-term staffing issues.

## **9.9 LAYHAM ROAD SPORTS GROUND MANAGEMENT COMMITTEE**

- a. The Chair explained that the LRS GMC was a separate entity with its own constitution with, currently, five Council members, and that two more Councillors were required.

Councillors Allman and Schleip agreed to become members.

## **10.9 INTERNAL CONTROL AND INSURANCE SPONSOR COUNCILLORS**

- a. The Chair reminded Councillors that two Sponsor Councillors had been appointed at the previous meeting, these being the Chair for Internal Controls and Cllr Allan for Insurance matters.

Cllr Knock asked if these Sponsor Councillors were expected to answer to the Responsible Finance Officer, to which the Chair stated he felt these Councillors would report back to the full Council directly without involving the RFO.

He stated the Sponsor Councillors had been given authority to be involved with aspects of both Internal Control and Insurance matters.

## **11.9 ITEMS FOR NEXT MEETING**

Councillors requested policy review procedures, the financial review and the independent audit review be considered at the next meeting.

Cllr Knock requested interaction with activities by the Charity Committee as per the relevant terms of reference.

A discussion followed regarding updates on the website, in particular the publishing of agendas and minutes.

**12.9 TIME, DATE AND PLACE OF NEXT MEETING**

Thursday 3<sup>rd</sup> October

8.21pm, Meeting closed

SIGNED

DATE