



Wimborne Minster Town Council

Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT

Councillors: S Bartlett, D Burt, C Chedgy (Committee Chairman), L Hinks, M Hopkins, D March (Town Mayor), J Morgan and S Wheeler (Deputy Town Mayor).

Dear Councillors

You are hereby summoned to attend the meeting of the **Finance and Governance Committee** on **Tuesday 9 April 2024 at 7pm** in the Committee Room at the Town Hall, West Borough, Wimborne Minster BH21 1LT for the purpose of transacting the following business as detailed on the agenda below.

L. Harrison (Town Clerk/RFO), Wimborne Minster Town Council, 3 April 2024.

Council are asked to note that in the exercise of their functions they must take note of the following: equal opportunities (race, gender, sexual orientation, marital status and any disability); crime and disorder: health and safety, and human rights.

Members of the public and press are welcome to attend any of Wimborne Minster Town Council and Committee meetings. Agendas can be viewed on the Council's website www.wimborne.gov.uk and papers requested from the Town Council offices (for contact details see address above).

Under item 3 of the agenda members of the public can ask questions of Council in relation to items on the agenda in accordance with Wimborne Minster Town Council's Standing Orders. Please notify your intention to speak either in advance of or at the meeting by emailing the Town Clerk at louise.harrison@wimborne.gov.uk. Members of the public are asked to restrict their comments, and/or questions to three minutes.

The agenda may be split into two parts – part of the meeting that is open to the public and other part for items on the agenda which may be discussed in the absence of the press or public because the agenda item for discussion includes personal, confidential, or sensitive information (Exempt Business). The press and public will be asked to leave the meeting once a resolution is passed that reflects a decision to go into Exempt Business.

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may: film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

Any person who may find difficulty in accessing the meeting through disability is asked to advise the Town Clerk as detailed above at least 24 hours before the meeting so that every effort may be made to provide access.

Agenda

1. Apologies for absence

To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)) - please can councillors give apologies by email / telephone by 5pm on day of meeting.

2. Declarations of interest and requests for dispensations

To declare any interests' councillors may have on items on the agenda and agree any dispensations to stay (Wimborne Minster Town Council Code of Conduct).

3. Public participation

For the public or press to ask questions of the Council on matters relating to this Agenda.

4. Committee minutes 6 February 2024

To receive minutes of the previous Committee meeting on 6 February 2024 (appendix 1) as a correct record and signed by the Chairman (Local Government Act 1972 Schedule 12).

5. Matters to report from the Town Clerk in relation to actions from previous meetings

- (i) FG/2023/020 - landlord tenant obligations (remain outstanding)
- (ii) FG/2023/081 - Parmeter Drive allotments transfer (verbal update)
- (iii) FG/2023/067 – update on Community Infrastructure CIL spend (see item 8)
- (iv) FG/2023/071 – valuation exercise of Council's assets for insurance purposes (see item 9)
- (v) FG/2023/072 – outstanding EMRs (see item 6 (iv))

6. Financial reports January and February 2024

- (i) To consider, review and approve bank statements, reconciliations, payments and receipts (appendix 2) and signed by the Chairman.
- (ii) To consider the income and expenditure report from 1 April to 29 February 2024 (appendix 3).
- (iii) To consider the Ear Marked Reserves (EMR) report (appendix 4)
- (iv) To agree new EMRs from 1 April 2024 (see appendix 1 minute reference FG/2023/081) including the recommendation from Full Council 26 March 2024 minute reference FC/2023/138 (to cover the cost of replacing CCTV, street furniture (bins and notice boards), natural surfaces (football pitches x 2 and the bowls green), other surfaces (basketball court, pétanque court), additional playground equipment (skate park) and additional sport equipment (basketball hoops set, goalposts x 2, concrete table tennis tables)).

7. Community Grant Applications

To note the resolution by Full Council on 26 March 2024 to award the Town Crier a sum of £1,036.45 for an event on 6 May and the remaining Community Grant budget up to 31 March 2024 (£2,919.50) and consider the following applications:

- (i) Valognes Twinning Association request for £500 (appendix 5)
- (ii) Wimborne Model Town request for £200 (appendix 6)
- (iii) Wimborne Folk Festival for £4,900 (appendix 7)

8. Community Infrastructure Levy spend

To consider Committee's / councillors CIL spend ideas (appendix 8) and the recommendation from Full Council (26 March 2024 minute reference FC/2023/137) to purchase IT infrastructure to support hybrid meetings in the Town Hall at a cost of £4,325.20 from CIL monies.

9. Valuation quotes

To consider quotes for a valuation exercise of all Council's assets for insurance purposes (appendix 9).

10. Card reader

To consider a card reader facility for payments (appendix 10).

11. Savings

Review of Council's savings (appendix 11).

12. Draft policies

To consider adopting the following draft policies:

- (i) Councillor and Town Mayor Allowances (appendix 12)
- (ii) Anti-Fraud and Corruption (appendix 13)
- (iii) Freedom of Information (appendix 14)
- (iv) Retention of Documents (appendix 15)

13. Second interim Internal Audit visit

To consider the Interim Auditor's second interim visit report (appendix 16).

14. Current debtors

To note the current debtors (appendix 17).

15. Dissolution of Cemetery JMC

- (i) To receive a verbal update from the Town Clerk in relation to the transition of the JMC to the Town Council from 1 April 2024 in terms of financial and accounts management.
- (ii) To consider the cost and implementation of an add on cemetery package to the Council's current account software from 1 April 2024 at a cost of £1,868 for the first year, plus £520 for online training for one day, and an ongoing annual cost from year two of £580 for implementation from 1 April 2024.

16. Review of Editorial Guidance

To review:

- (i) the use of acronyms in Council documents and use full names as recommended by the Planning and Environment Committee, and
- (ii) the formatting of documents for Council meetings.

17. Close of meeting, date of next meeting (tbc 30 April 6pm before Full Council).

[end]