



## Wimborne Minster Town Council

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

Minutes of the **Finance and Governance Committee** meeting held on **6 February 2024** at 7pm in the Committee Room at Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

**Present:** Councillors (Cllr): S Bartlett, L Hinks, M Hopkins, D March (Town Mayor) and J Morgan (Vice Chairman of Committee).

Officers: L Harrison (Town Clerk), G Mason (Community Events and Liaison Officer (CELO)) and G Singleton (Finance Manager).

Members of the Public (MoP): one (Cllr A Roberts).

<b>FG/2023/076</b>	<b>Apologies for absence</b> Apologies were received from Cllrs Chedgy (non-business) and Wheeler (business). Cllr Hopkins proposed to accept apologies, seconded by Cllr Hinks, all in favour. <b>Resolved: apologies for absence were approved.</b>
<b>FG/2023/077</b>	<b>Declarations of interest and dispensations</b> Cllr Bartlett declared a non-pecuniary interest (member of Dorset Council).
<b>FG/2023/078</b>	<b>Public Participation</b> None.
<b>FG/2023/079</b>	<b>Committee minutes 5 December 2023</b> Cllr Hopkins proposed to approve the minutes of the previous Committee meeting on 5 December 2023 as a correct record and signed by the Chairman (Local Government Act 1972 Schedule 12), seconded by Cllr Hinks, all in favour. <b>Resolved: the minutes of the previous Committee meeting on 5 December 2023 were approved as a correct record and signed by the Chairman.</b>
<b>FG/2023/080</b>	It was agreed to move items 8 and 9 on the agenda up to the next items of business to facilitate the presence of the CELO. The CELO provided information on his relevant IT experience and background information on the additional infrastructure equipment required to facilitate hybrid meetings in the Chamber. Cllrs discussed the quotes. Cllr Bartlett proposed to accept quote 2 with the following amendments: the Town Council was to purchase the OWL and tripod separately and an alternative cheaper projector was to be sourced. Seconded by Cllr Hopkins, all in favour. <b>Resolved: quote 2 with amendments (the Town Council was to purchase the OWL and tripod separately and an alternative cheaper projector was to be sourced) was approved.</b> It was agreed officers were to cost the above recommendations and refer an updated spend request to Full Council.

	<p>The current IT support package and alternative options were discussed. Cllr Hinks proposed to continue with the current IT contractor, reduce the number of Microsoft 365 standard licences to office staff only, all councillors were to be moved to basic licences, the anti-virus and malware package were to be removed as basic anti-virus and malware support were already provided by Microsoft at no additional cost, the CELO was authorised to deliver first line IT support and build in additional authorisation processes for all devices and additional technical support was to be confirmed at the ad hoc rate. Seconded by Cllr Hopkins, all in favour.</p> <p><b>Resolved: the Town Council was to continue with the current IT contractor, reduce the number of Microsoft 365 standard licences to office staff only, all councillors were to move to basic licences, the anti-virus and malware package was to be removed as basic anti-virus and malware support were already provided by Microsoft at no additional cost, the CELO was authorised to deliver first line IT support and build in additional authorisation processes for all devices and additional technical support was confirmed at the ad hoc rate.</b></p> <p>The CELO was thanked for his work and left the meeting.</p>
<b>FG/2023/081</b>	<p><b>Matters to report from the Town Clerk in relation to actions from previous meetings</b></p> <p>The outstanding landlord tenant obligation work continued to be deferred.</p> <p>The Town Clerk confirmed the Town Council's solicitor's was liaising with Dorset Council to complete the transfer of the allotments at Parameter Drive.</p> <p>The Town Clerk confirmed all committees were to review their CiL spend 'wish list' over the next few months and report back to the Committee.</p> <p>The Town Mayor confirmed she had liaised with past / prospective Town Mayor's about the Chain of Office and feedback was men were able to wear the Chain more comfortably than females in terms of position on shoulders and weight. It was agreed the Town Mayor was to cost an additional chain section to the upper back area of the Chain and report back to the Committee.</p> <p>The valuation exercise of Council's assets for insurance purposes remained outstanding and was deferred.</p> <p>The Town Clerk confirmed a meeting was to take place later in the week with the Town Council insurer regarding the outstanding insurance schedule matters and the outcome would be reported back to the Committee.</p> <p>The Town Council's Ear Marked Reserves (EMR) were discussed. Cllr Morgan proposed to move the unspent elections budget for 2024/25 of £7,000 to EMR 900 and a new EMR called "Youth Service Provision" was to be created and the current unspent budget for youth service provision of £5,000 moved into the new EMR. Seconded by Cllr Hopkins, all in favour.</p> <p><b>Resolved: the current unspent elections budget of £7,000 was moved to EMR 900 and a new EMR called "Youth Service Provision" was created and the current unspent budget for youth service provision of £5,000 moved into the new EMR.</b></p> <p>The Committee noted the latest EMR report.</p>
<b>FG/2023/082</b>	<p><b>Finance reports</b></p> <p>The bank statements, reconciliations and list of payments and receipts for November and December 2023 were reviewed. Cllr Hopkins proposed to</p>

	<p>approve the bank statements, reconciliations and list of payments and receipts and the Chairman authorised to initial, seconded by Cllr Morgan, agreed by all.  <b>Resolved: the bank statements, reconciliations and list of payments and receipts for November and December 2023 were approved and the Chairman authorised to initial.</b></p> <p>The income and expenditure report from 1 April to 31 December 2023 was noted.</p> <p>The Finance Manager updated the Committee on the ongoing project to close the Nat West bank accounts and requested authority to complete a BACs Service Application Form. Cllr Hinks proposed to authorise officer to fill in the form, seconded by Cllr Morgan, all in favour.</p> <p><b>Resolved: officers were authorised to complete a Nat West BACs Service Application Form.</b></p> <p>It was agreed to review the account closing process with Nat West with the option of escalating to an official complaint status at the Committee's next meeting.</p>
FG/2023/083	<p><b>Community Grant applications</b></p> <p>The application from New Life Community Church was reviewed and discussed. Cllr Morgan proposed to decline the application because the Church provided grants themselves contrary to Town Council's Community Grant Scheme Policy, seconded by Cllr Hopkins, all in favour.</p> <p><b>Resolved: the grant application from New Life Community Church was declined.</b></p> <p>The Town Clerk confirmed an application from Dorset Youth Service had not been submitted to date.</p> <p>The application from Millstream Theatre was reviewed and discussed. Cllr March proposed to decline the application because the event was taking place outside of the parish and the organisations current bank accounts were of a high amount, seconded by Cllr Hinks, all in favour.</p> <p><b>Resolved: the grant application from Millstream Theatre was declined.</b></p> <p>The two applications from Wimborne War on Waste were reviewed and discussed. Cllr Hinks proposed to approve both applications in full, seconded by Cllr Hopkins, all in favour.</p> <p><b>Resolved: the two applications from Wimborne War on Waste were approved in full.</b></p>
FG/2023/084	<p><b>Draft policies</b></p> <p>The Flag Flying Policy was discussed. Cllr Hinks proposed to approve and adopt the policy with one amendment, seconded by Cllr Hopkins, all in favour.</p> <p><b>Resolved: the Flag Flying Policy was approved and adopted with one amendment.</b></p> <p>The Recording of Meetings Policy was discussed. Cllr Morgan proposed to approve and adopt the policy with two amendments, seconded by Cllr Hopkins, all in favour.</p> <p><b>Resolved: the Recording of Meetings Policy was approved and adopted with two amendments.</b></p> <p>The draft Sponsorship Agreement form was deferred.</p> <p>The Mental Health and Well Being Policy was discussed. Cllr Hinks proposed to approve and adopt the Policy with one amendment, seconded by Cllr Hopkins, all in favour.</p>

	<p><b>Resolved: the Mental Health and Well Being Policy was approved and adopted with one amendment.</b></p> <p>The Reasonable Adjustments for Mental Health Policy discussed. Cllr Morgan proposed to approve and adopt the Policy with three amendments, seconded by Cllr Hinks, all in favour.</p> <p><b>Resolved: the Reasonable Adjustments for Mental Health Policy was approved and adopted the policy with three amendments.</b></p> <p>The Pension Discretion Policy was discussed. Cllr Bartlett proposed to approve and adopt the Policy, seconded by Cllr Hopkins, all in favour.</p> <p><b>Resolved: Pension Discretion Policy was approved and adopted.</b></p> <p>The Anti-Fraud and Corruption Policy was deferred.</p> <p>The Computer and Phone Use Policy was discussed. Cllr Hopkins proposed to approve and adopt the Policy, seconded by Cllr Hinks, all in favour.</p> <p><b>Resolved: the Computer and Phone Use Policy was approved and adopted.</b></p> <p>The Menopause Policy was discussed. Cllr Morgan proposed to adopt and approve the Policy, seconded by Cllr Bartlett, all in favour.</p> <p><b>Resolved: the Menopause Policy was adopted and approved.</b></p>
<b>FG/2023/085</b>	<p><b>Correspondence</b></p> <p>The Town Clerk provided information to the Committee from Wimborne Food Bank which was noted.</p> <p>Cllr March and the Town Clerk left the meeting while an informal complaint was discussed. Cllr March and the Town Clerk then returned to the meeting. Cllr Bartlett proposed to deal with the matter, seconded by Cllr Hinks, four in favour, one abstention.</p> <p><b>Resolved: Cllr Bartlett was to deal with the informal complaint.</b></p> <p>It was agreed that if the matter was not resolved by Cllr Bartlett the complaint would be escalated to formal status and referred to Full Council and the Monitoring Officer at Dorset Council.</p>
<b>FG/2023/086</b>	<p><b>Close of meeting</b></p> <p>A number of items for the next meeting agenda on 9 April 2024 were agreed and the Vice Chairman closed the meeting at 9.17pm.</p>

Signature of Chairman: .....

Date: .....