

**THE MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 14<sup>TH</sup> DECEMBER 2017 AT 19.30 IN THE CIVIC OFFICES, FEN LANE**

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Present: Councillor J Charters (Chairman)  
Councillors: C Briggs W Lee P Roe S Roe

Mrs S Green – Committee Clerk

**1. ACCEPTANCE OF APOLOGIES FOR ABSENCE AND REASONS GIVEN**

Councillor Barker-Milan (personal), Councillor Sellars (work commitments), Councillor Dillon (personal) and Councillor Reynolds (personal)

**AGREED** **Proposed by Councillor Charters, seconded by Councillor Lee**  
To accept the apologies of absence of those listed above and the reasons given.  
**Unanimous**

**2. DECLARATION OF INTEREST**

None at this point.

**3. APPROVAL OF COMMITTEE MINUTES DATED 23<sup>RD</sup> NOVEMBER 2017**

**AGREED** **Proposed by Councillor Briggs, seconded by Councillor S Roe**  
That the minutes dated 23<sup>rd</sup> November 2017 be approved as a true record.  
**Unanimous of those present at the meeting on 23<sup>rd</sup> November 2017**

**4. ACCOUNTS I&E**

The up to date Income & Expenditure Report was circulated and noted by Members as in line with the forecasted budget.

**5. VACANCY ON PERSONNEL SUB COMMITTEE**

Following the nomination of Councillor Rodgers, it was

**AGREED** **Proposed by Councillor Charters, seconded by Councillor Briggs**  
That Councillor Rodgers be elected to fill the vacancy on the Personnel Sub Committee.  
**Unanimous**

**6. CCTV CIVIC OFFICES UPGRADE**

2 quotations have currently been received. One quotation included the provision of replacing all the existing cameras with digital and the associated cabling required. An alternative quotation would make use of the existing cameras sited and convert the signalling to digital. Along with further quotations to be received these would be considered at the next meeting.

**7. SECTION 137 SPENDING POLICY AND REVIEW**

In order to formulate a new updated policy, it was

**Proposed by Councillor Charters, seconded by Councillor Little**

**AGREED** Office to produce a working document on Section 137 Policy containing all the legal requirements and best practices.  
**Unanimous**

**8. COUNCILLORS AND MAYORAL EXPENSES REVIEW AND POLICY**

Following a discussion on current procedure on necessary and exclusive expenses incurred whilst carrying out Councillors and Mayoral duties it was

**AGREED** **Proposed by Councillor S Roe, seconded by Councillor Little**  
To review and adapt the existing procedure to develop an updated policy for Finance & Policy Committee to recommend to full Council for adoption.  
**Unanimous**

**9. FIXED ASSET REGISTER**

The Chairman advised that following a recent site visit by the Town Council's IT advisor's certain items of old equipment were found to be past their useful life and of no further benefit to the Town Council and therefore it was

**AGREED** **Proposed by Councillor Little, seconded by Councillor S Roe**  
That old items of IT equipment – 1 x file server, 1 x PC, 1 x CCTV system, 1 x laptop and 1 x scanner be removed from the Fixed Asset Register.  
**Unanimous**

**10. TO RESOLVE ON WHETHER THE COUNCIL WILL MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION FOR MEETINGS) ACT 1960 AS AMENDED BY SECTION 100 OF THE LOCAL GOVERNMENT ACT 1972 FOR THE FOLLOWING FINANCIAL CONFIDENTIAL AND PERSONNEL MATTERS**

**AGREED** **Proposed by Councillor Charters, seconded by Councillor Little**  
To accept the entry into closed session  
**Unanimous**

**11. PRECEPT PROPOSALS FOR 2018/2019**

Were discussed and following consideration agreed under Closed Session.

**12. PERSONNEL MATTERS – INCLUDING STAFFING LEVELS 2018/2019**

Were discussed and any outstanding matters will be dealt with at forthcoming meetings.

**3cont. APPROVAL OF CLOSED SESSION COMMITTEE MINUTES DATED 23<sup>RD</sup> NOVEMBER 2017**

Closed Session minutes of the 23.11.17 were unanimously approved as a true record.

Meeting closed at 20.15