



**SANDBACH
TOWN COUNCIL**

FINANCE, POLICY AND GOVERNANCE COMMITTEE

Minutes for the meeting held on **Wednesday, 1st February 2023**

At 7.00pm in Sandbach Town Hall.

Committee Members: Cllrs N Cook (Chair), S Corcoran (Vice Chair), A Smith, G Merry, L Crane, M Muldoon, N Adams, R Hovey, S Crane and S Kirkham.

1. APOLOGIES FOR ABSENCE

Absent with Apologies: Cllr N. Adams (Personal reasons);

Cllrs S Corcoran and L Crane (Professional reasons)

Absent without Apologies: Cllr S Crane.

2. DECLARATIONS OF INTEREST

No pecuniary and non-pecuniary interests were declared for any item on the agenda.

No questions were received from attending members of the public so there was no requirement to adjourn the meeting for this purpose.

3. EXCLUSION OF PUBLIC AND PRESS

To consider, under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), press representatives and public be excluded from the meeting for any of the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

Lead: Chair

Resolved: *No items were excluded from press and public.*

4. MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING

[Attached in Agenda: Minutes of the meeting held 15th November 2022]

Resolved: *The minutes of the 15th November 2022 meeting were approved as an accurate record.*

Chair Initials:

5. DATA PROTECTION POLICY AND PRIVACY NOTICE

[Attached in Agenda: 5a Data Protection Policy 2023;
5b Recording or photographing at Council Meeting Policy 2023]

Lead: Chair

As part of the Council governance review, all policies are being updated on a rolling programme. The attached policies relate to the data protection responsibility of the Council, provided by the Council's external Data Protection Officer and updated for the provisions of the Data Protection Act 2018.

The updated policies were welcomed and Committee requested that the Chief Officer check specific points of clarification with the DPO as identified in the resolution below.

In addition, Committee requested that related documents were identified as appropriate. The Chief Officer undertook to ensure consistency with other related policies such as the Data Retention Policy.

Resolved that:

- i) *the Data Protection policy is accepted for recommendation to Council subject to*
 - a. *the inclusion of the requirement to brief and train staff in relation to the policy and*
 - b. *that images should be included as personal data;*
- ii) *the statement within the Recording or photography at Council Meeting Policy, regarding the public's right to request that they are not recorded at a public meeting, is checked with the DPO as mandatory or advisory and that draft policy is amended accordingly with an agreed approach to pause recording if appropriate.*

6. STANDARD FINANCE REPORTS

[Attached in Agenda: 6a Q3 CB1 Current Reserves Bank Reconciliation;
6b Q3 CB2 Bonus Saver Bank Reconciliation;
6c Q3 CB3 Petty Cash Bank Reconciliation;
6d Q3 CB7 Credit Card Bank Reconciliation;
6e Q3 Summary Profit and Loss Account;
6f Summary Income and Expenditure Q3;
6g Trial Balance for Month No_9;
6h Variance against budget to date]

Lead: Chair

The RFO outlined the approach going forward to clearer variance reporting going forward and the intention to adapt the finance system to align budget more closely to Council Committees.

A number of questions were raised by members regarding specific variances. The chair noted that the emerging underspend – largely resulting from significant staff vacancies and slow start up of some projects due to COVID lent support to the Council's decision not to increase the precept for the 2023-24 budget.

Resolved: *Reports were approved.*

Chair Initials:

7. PAYMENTS MADE

[Attached in Agenda: 7a Q3 CB1 Current Reserves Payments made;
7b Q3 CB1 Current Reserves DD & BACS
payments made;
7c Q3 CB3 Petty Cash Payments;
7d Q3 CB7 Credit Card Payments]

Lead: Chair

It was noted that a transfer of £500K had now been made to a higher interest account.

Payments for both the additional public toilet and goal posts were highlighted as positive developments funded by the Twon Council and publicity was requested

Resolved: *Payments and reserve transfers were noted.*

8. FIRST RESPONDER VEHICLE SPONSORSHIP

Lead: Chief Officer

Referred from the Finance, Policy and Governance Committee Meeting on 15th November 2022, where it was resolved that a contribution to the NWS first approved in principal, capped at £1,000, subject to the Chief Officer clarifying and securing the terms of the suitable financial arrangement (SLA / Grant / Sponsorship) through discussion with the applicant and to report back to the next meeting. the chief Officer reported that the grant applicant had been contacted and she awaited a response in order to progress the matter.

Resolved: *To await the receipt of information from the grant applicant and report back to committee.*

9. ITEMS FOR THE NEXT MEETING

Criteria to supplement the Council's Sponsorship policy

10. DATE AND TIME OF NEXT MEETING

The date of the next meeting is to be confirmed subject to the requirements of purdah and the new Council timetable.

Chair Signature:

Date:

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