

**MINUTES OF THE FINANCE, GOVERNANCE AND STAFF COMMITTEE HELD AT ST
JOHN'S CHAPEL, THE STRUTTS, BELPER ON
TUESDAY 21ST FEBRUARY 2023 AT 7.00 p.m.**

PRESENT Councillor Mallett (Chair) and Councillors Angharad, Dwyer, Harris, Kennedy and Porter.

IN ATTENDANCE

Debra Townsend (Clerk)

Christine Marlow (RFO)

FGS/402 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Monkman and Walls.

FGS/403 VARIATION OF ORDER OF BUSINESS

RESOLVED that the order be varied as follows;

Item 12e be moved to before 12a as it impacted on other policies under consideration.

Item 12n be moved to follow 12f as they were related.

FGS/404 DECLARATIONS OF MEMBERS INTERESTS

None

FGS/405 RECORDING OF FILMING OF COUNCIL AND COMMITTEE MEETINGS

Noted

FGS/406 CONFIDENTIAL ITEMS

Noted

FGS/407 PUBLIC SPEAKING

None

FGS/408 MINUTES OF THE EXTRAORDINARY FINANCE, GOVERNANCE AND STAFF COMMITTEE MEETING 3RD JANUARY 2023.

RESOLVED that the Minutes of the Extraordinary Meeting held on 3rd January 2023 were agreed as a true and accurate record.

FGS/409 FINANCE REPORTS

Noted

FGS/410 VIREMENTS

RECOMMENDED to Council that the following virements are carried out;

a) Vire £544.00 from 6306 (Bike Racks and Parking) to 6307 (Annual Awards). See Minute Number 5315 – Full Council.

b) Vire £2500.00 from 7202 (Chapel Electricity) to 7206 (Chapel Contingency – for external lighting).

See Minute Number FAC 374 (Facilities, Environment and Local Economy Committee).

FGS/410 Belper Food Festival Fees and Charges

RECOMMENDED to Council that

- a) the council does not seek to engage a new contractor to erect stalls on King Street.
- b) the council continue to erect its own stalls in the Memorial Gardens for the Summer Food Festival
- c) the fees for the 2023 Festivals be set at the following levels:

- Concessionary rate for existing Belper Farmers Market Traders	£50.00
- Standard Trader pitch for own stall, council stall in Memorial Gardens or 3m x 3m Gazebo	£70.00
- Hot Food Trader 3m x 3 m Gazebo	£150.00
- Hot Food Trader 6m x 3 m Gazebo or trailer	£250.00

FGS/411 APPOINTMENT OF EXTERNAL AUDITOR

RECOMMENDED to Council that;

- a) Option 3 in the report be appointed as the Council's Internal Auditor for 2022/23 accounting year;
- b) the RFO is instructed to obtain a Letter of Engagement from Option 3;
- c) the RFO is instructed to liaise with the internal auditor regarding availability, to ensure that the audit can be carried out within an agreed timescale and to make all documents/information requested available in a timely manner.

FGS/412 POLICIES

RECOMMENDED to Council that the following policies with agreed amendments be approved;

- a) Equality and Diversity Policy
- b) Abandoned Vehicle Policy
- c) Councillor/Officer Protocol
- d) Dignity at Work Policy
- e) Discretions Policy
- f) Event Policy
- g) Safety at Events Policy
- h) Fixed Asset Register Policy
- i) Flood Response Grant Policy
- j) Grit Bin Policy
- k) Lone Working Policy
- l) Meeting Papers Policy
- m) Open Spaces Memorial Policy
- n) Recording and filming of Meetings Policy
- o) Safeguarding Policy
- p) Sustainable Procurement Policy
- q) Whistleblowing Policy

FGS/413 RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting due to the confidential nature of the business to be transacted.

FGS/414 CONSIDERATION OF LAND FOR LEISURE USE (EXEMPT FOR COMMERCIAL REASONS)

RESOLVED that the Clerk make a counter-offer up to a maximum agreed amount.

FGS/415 RESOLVED that the meeting be extended by 10 minutes to enable business to be completed.

**FGS/415 STAFFING MATTERS (Exempt as refers to personnel issues)
RECOMMENDED to Council that;**

- a) the Town Clerk be authorised to advertise and hold interviews for an Administration Assistant on the terms outlined in the report and in conjunction with the Job Description and Person Specification included with the report.**
- b) the hours for the Clerk and the RFO be amended as per the report.**

DATE OF NEXT MEETING

An Extraordinary Meeting of the Finance, Governance and Staff Committee to be held on Tuesday 4th April 2022 at 7.00pm.

The Meeting closed at 9.35 pm

SignedChair

Date 4th April 2023