

Finance, Legal and Administration Committee Minutes

Membership: 7 + 2

Quorum: 3

Appendices: 0

Agenda No:	Present: Cllrs: David Jenkins (elected Chairman during the meeting) Denis Payne, Neil Davies (in part), Ashley Gordon, Brian Ing, Geoff Moore (in part) Clerk: Angela Young	
F19/010	TO ELECT COMMITTEE CHAIR 2019-20 Cllr Jenkins – Proposed Cllr Gordon, seconded Cllr Ing, all in favour Cllr Jenkins elected as Chair TO ELECT COMMITTEE DEPUTY CHAIR 2019-20 Cllr Ing – Proposed Cllr Gordon, seconded Cllr Payne, all in favour Cllr Ing elected as Deputy Chair	
F19/011	TO RECEIVE APOLOGIES FOR ABSENCE Cllrs Stonham (work) Butcher (personal). RFO Mrs Marsh	
F19/012	TO REVIEW AND ACCEPT TERMS OF REFERENCE Copy provided to all as agreed at AGM. All AGREED to accept noting briefing note expected, to be appendix to all Terms of Reference	
F19/013	MEMBERS DECLARATIONS OF INTERESTS To receive declarations of pecuniary interest from Councillors on items on the agenda – none To receive written requests for dispensations for disclosable pecuniary interests (if any) – None declared To grant any requests for dispensation as appropriate – None requested	
F19/014	PUBLIC PARTICIPATION No public present.	
F19/015	APPROVE MINUTES OF THE MEETING HELD 29th April 2019 Deferred to next meeting	
F19/016 016.1	MATTERS ARISING – from recent meetings Deferred to next meeting Items raised: <u>005.1 3 Year Forecasts/Medium Term Financial Strategy/Capital Bid Process</u> Cllrs Ing and Gordon to meet, report back to next Committee 8 July before presenting to July Full Council. <u>005.1 Asset Register</u> Cllr Moore to meet RFO 4 June to progress <u>007.6 Mobile Warden Scheme</u> Cllrs Payne and Cleaver had met with Age UK. Invoice for £3,000 now received. Discussion on waiting list issues had taken place	BSI/AG GM/RFO
F19/017 017.1	TO APPROVE CONTRACT PUBLIC ART PHASE 2 - MAKING MARKS LTD Contract had been recommended to Committee by Environment Committee 28 May, pending some requested clarifications. Second draft shared with members. AGREED Clerk to work with Cllr Moore, in consultation with Committee Chair, to prepare a contract to include: <ul style="list-style-type: none"> • Clarification on 2 stage payments in relation to match funding – whether first payment of £540 is payable in any case • Preference for 60 jelly moulds • To specify £10,000 match funding requirement under a separate section • Any drawdown by end of financial year 	GM/JDJ

	All AGREED to approve contract subject to suitable changes to reflect this discussion.	
F19/018	DATE OF NEXT MEETING Next scheduled meeting: Monday 8 July 2019 Then 28 October ; 9 December; 13 January 2020; 27 April 2020	
F19/019	How to communicate meeting discussions/decision and to request items for next agenda(s): No website article Next agenda: <ul style="list-style-type: none"> • 3 Year Forecasts/Medium Term Financial Strategy/Capital Bid Process – paper for recommendation to July Full Council, future appendix to Terms of Reference Plus Annual Timetable items: <ul style="list-style-type: none"> • Review of Systems of Internal Control (by RFO and (1) Councillor) • Review of Quarterly Budgets 	RFO
	Appendices: None Meeting Closed: 7.25 pm	