



Broadstairs & St Peter's Town Council

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

MONDAY 24 MAY 2021

Present: Cllrs B Bayford, R Binks, R. K. Binks, J Buckley, D Saunders, M Saunders,

Town Clerk: Kirsty Holroyd

32. ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR 2021/22

RESOLVED:

i) That Cllr R Binks be appointed Chairman of the committee for 2021/22

ii) That Cllr Bayford be appointed Vice-Chairman of the committee for 2021/22

33. APOLOGIES FOR ABSENCE

Apologies were offered and accepted from Cllrs Garner and Parsons

34. DECLARATIONS OF INTEREST

None received

35. OPENNESS AND TRANSPARENCY

The Chairman reminded those present of the right to record, film or broadcast any meetings of the Council, committees and subcommittees is established following the Local Government Audit and Accountability Act 2014.

36. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on the 22 March 2021

RESOLVED: that the minutes be approved as a true record of the meeting and signed by the chairman at the earliest opportunity.

37. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

Min 466. Members considered the fact that the Financial Regulations were not fully reviewed during 2020/21 due to difficulties in remote meetings. Now that meetings are face to face again they can be reconsidered.

Min 470. Councillors considered the fact that the Millennium cup and the Mayoress's cup had not yet been presented. It was agreed to wait until after lockdown rules had fully lifted before arranging a suitable presentation event.

38. MINUTES OF SUB-COMMITTEES

None had been held since the last meeting

39. CHAIRMAN'S REPORT

The Chairman had nothing to report on this occasion

40. TERMS OF REFERENCE

Members received and considered a draft terms of reference for the committee.

RESOLVED: That the Town Clerk update the document following the discussion and present it to Council for approval.

41. ANNUAL GOVERNANCE STATEMENT AND STATEMENT OF INTERNAL CONTROL 2021/22

Members received and considered the document.

RESOLVED: that the document be approved.

42. RISK MANAGEMENT ASSESSMENT

Members received and considered a draft document detailing risks attached to each aspect of the Council's business and the control measures in place to mitigate them. It was noted that further work is needed in some areas and that the Town Clerk will be working to address risk throughout the organisation over the coming year. In particular Councillors asked for more information concerning the insurance cover for councillors' activities and for staff members other than the Town Clerk. They requested that work be carried out to assess the risks at Mockett's Wood as a matter of urgency. Lastly, they requested that the budget be much more closely monitored with monthly reports and comparisons at meetings of this committee and Council.

43. ANNUAL INVESTMENT STRATEGY

i) Members received government guidance detailing the need for a strategy.

RESOLVED: Members agreed to note.

Members received a draft sample strategy and considered some discussion points contained within it.

RESOLVED: That the Chairman and the Town Clerk will work together to redraft the strategy and will share it with the committee prior to the next meeting for consideration.

44. Date of next meeting Monday 26 July at 7pm

Town Clerk
Meeting closed at 7.55 pm

Meeting was recorded: ~~yes~~/no
Members of the public were present: ~~yes~~/no
Members of the press were present: ~~yes~~/no