

**STAMFORD TOWN COUNCIL**

**MINUTES OF THE FINANCE & GOVERNANCE MEETING  
HELD ON MONDAY, 08 JULY 2024 AT 6.30PM  
IN THE TOWN HALL, STAMFORD**

**PRESENT**

Cllr David Scammell (Chair)	Cllr Jonathan Waples (Vice Chair)
Cllr Amanda Wheeler	Cllr Barry Devereux
Cllr Bret Allibone	Cllr Habib Rahman

**ABSENT:** Kelham Cooke (Ex Officio)      Cllr Ed Fancourt      Cllr Gloria Johnson  
Cllr Joanna Winterbourne

**IN ATTENDANCE** Mrs Sarah Dorson (Acting Town Clerk)

**ALSO PRESENT**

**Public Representations**

Nothing to report.

**123. Apologies for Absence**

The meeting was advised that apologies with valid reasons for absence had been received from Cllr Kelham Cooke, Cllr Ed Fancourt, Cllr Gloria Johnson & Cllr Joanna Winterbourne

**Proposal 1** - Cllr Habib Rahman proposed, seconded by Cllr Barry Devereux and it was **RESOLVED:** That an apology with valid reasons for absence be accepted from Cllr Kelham Cooke, Cllr Ed Fancourt, Cllr Gloria Johnson & Cllr Joanna Winterbourne

**124. Declarations of Interest**

Nothing to report.

**125. Confirmation of Minutes**

The Minutes of the Committee Meeting held on Monday, 10 June 2024, were confirmed and signed as a true record of the meeting.

**126. Finance & Governance Budget Report**

The Committee considered the summary and detailed report showing income and expenditure against budget to Sunday, 30 June 2024 and noted as presented with no other action required at this time.

**127. Committee Budget Reports**

The Committee considered the summary and detailed report showing income and expenditure against budget to Sunday, 30 June 2024 and noted as presented with no other action required at this time.

**128. Update on Action Points**

Nothing to report.

**129. Policies**

An oral report was received regarding the Reserves Policy, Investment Policy and Assets Register Policy.

**Proposal 2** - Cllr David Scammell proposed, seconded by Cllr Jonathan Waples with all in favour, it was **RESOLVED**: That the Reserves Policy & Investment Policy would be drafted and submitted to the next meeting for approval.

**Proposal 3** - Cllr Amanda Wheeler proposed, seconded by Cllr Habib Rahman with all in favour, it was **RESOLVED**: That the latest valuation figures would be the basis of the Assets Register & Policy

**130. Banking Mandate**

Oral report was received regarding the signatories for the bank and Investment account mandates.

**Proposal 4** - Cllr Jonathan Waples proposed, seconded by Cllr Amanda Wheeler with all in favour, it was **RESOLVED**: That the signatories for the Bank & Investment Accounts would be Kelham Cooke, Cllr Amanda Wheeler, Cllr David Scammell, Acting Town Clerk and Assistant Town Clerk

**131. HR Working Group**

- i. To receive an update from HR Working group – Deferred to closed session
- ii. To resolve the amendments to the Terms of Reference for the Committee and its membership– Deferred to closed session
- iii. To review a subscription to Sage HR and the required modules – Deferred to closed session

**132. To resolve to move into closed session in accordance with the Public Bodies**

**(Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters: -**

- i. Personnel matters

**Proposal 4** - Cllr David Scammell proposed, seconded by Cllr Amanda Wheeler with all in favour, it was **RESOLVED** The Council move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed.

The meeting continued in the absence of press and public. Not for publication by virtue of Section 100(a) para. 4 of the Local Government Act 1972, the items being of a confidential nature)

**7.29pm** – The meeting continued in Closed Session  
Minutes arising from confidential item:

- ii. Personnel matters- To receive and consider oral report in respect of update from HR Working group, Terms of Reference for the Committee and its membership, subscription to Sage HR Staff illness, Confirmation of Staff & Staff Consultation.

**Proposal 5** - Cllr Amanda Wheeler proposed, seconded by Cllr Barry Devereux with all in favour, it was **RESOLVED**: That the option of pay or toil would be extended to weekend working for STC events.

**Proposal 6** - Cllr Amanda Wheeler proposed, seconded by Cllr Habib Rahman with all in favour, it was **RESOLVED**: That the amendments to the Terms of reference for the HR Working group.

**Proposal 7** - Cllr David Scammell proposed, seconded by Cllr Barry Devereux with all in favour, it was **RESOLVED**: That the full council meeting for the approval of the consultation is carried out on 25<sup>th</sup> July 2024 at 5.30pm

**Proposal 8** - Cllr Amanda Wheeler proposed, seconded by Cllr Jonathan Waples with all in favour, it was **RESOLVED**: That the Communication & Engagement Officer successful completion of her probationary period is confirmed as a permanent member of staff

**8.07pm** – Meeting resumed in Open Session.

### 133. Closure

The meeting was closed at 8.07pm. It was noted that the next meeting is the

Town Council Meeting scheduled for Monday, 12 August 2024 at 6.30pm