

## STAMFORD TOWN COUNCIL

### MINUTES OF THE FINANCE & GOVERNANCE MEETING HELD ON MONDAY, 12 AUGUST 2024 AT 6.30PM IN THE TOWN HALL, STAMFORD

#### PRESENT

Cllr David Scammell (Chair)	Cllr Barry Devereux
Cllr Bret Allibone	Cllr Ed Fancourt
Cllr Habib Rahman	Cllr Joanna Winterbourne
Cllr Jon Lott (Substituting for Cllr Wheeler)	

ABSENT: Kelham Cooke (Ex Officio) Cllr Jonathan Waples (Vice Chair)  
Cllr Amanda Wheeler Cllr Gloria Johnson

IN ATTENDANCE Mrs Sarah Dorson (Town Clerk)

#### ALSO PRESENT

#### Public Representations

Nothing to report.

#### 175. Apologies for Absence

The meeting was advised that apologies with valid reasons for absence had been received from Cllr Kelham Cooke, Cllr Jonathan Waples, Cllr Amanda Wheeler & Cllr Gloria Johnson.

**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 Jonathan Waples, Cllr Amanda Wheeler & Cllr Gloria Johnson.

#### 176. Declarations of Interest

Nothing to report.

#### 177. Confirmation of Minutes

The Minutes of the Committee Meeting held on Monday, 08 July 2024, were confirmed and signed as a true record of the meeting.

#### 178. Finance & Governance Budget Report

The Committee considered the summary and detailed report showing income and expenditure against budget to Wednesday, 31 July 2024 and noted as presented with no other action required at this time.

#### 179. Committee Budget Reports

The Committee considered the summary and detailed report showing income and expenditure against budget to Wednesday, 31 July 2024 and noted as presented with no other action required at this time.

**180. Update on Action Points**

Nothing to report.

**181. Policies**

An oral report was received regarding the Reserves Policy & Investment Policy

**Proposal 2** - Cllr Joanna Winterbourne proposed, seconded by Cllr Barry Devereux with all in favour, it was **RESOLVED**: That the Reserves Policy is approved.

**Proposal 3** - Cllr David Scammell proposed, seconded by Cllr Joanna Winterbourne with all in favour, it was **RESOLVED**: That the Investment Policy is approved.

**Proposal 4** - Cllr Barry Devereux proposed, seconded by Cllr Habib Rahman with the majority in favour, it was **RESOLVED**: That delegated powers are given to the RFO & Chair to move an amount of the Earmarked funds into the CCLA investment account and a Teams call to be arranged with CCLA to look at the investment options for the Council.

**182. Card Machine**

Members were informed of the need for a card machine and reviewed the various subscription options available. Discussions included the potential benefits and costs associated with each option to ensure the most suitable and cost-effective solution for the council's needs.

**Proposal 5** - Cllr Habib Rahman proposed, seconded by Cllr Joanna Winterbourne with all in favour, it was **RESOLVED**: That a card machine subscription be arranged through Lloyd's bank.

**183. Social Media Upgrades**

Members reviewed the social media report and evaluated the software requirements necessary for effective management. The discussion included an analysis of the features, costs, and potential impact of the software on enhancing the council's social media presence. Consideration was given to the overall functionality, ease of use, and how the software could support broader engagement with the community across various platforms.

**Proposal 6** - Cllr Joanna Winterbourne proposed, seconded by Cllr Bret Allibone with all in favour, it was **RESOLVED** To approve the acceptance of the quote for the Pro version of Canva at a cost of £100 per year and the Premium version of Unsplash at a cost of £84 per year.

**184. Business Cards & ID badges**

Members reviewed and discussed the report regarding the need for business cards and ID badges. The discussion encompassed the design, cost, and overall purpose of the business cards and badges, focusing on how they would enhance professionalism, facilitate identification, and improve official interactions. Consideration was also given to suppliers, ensuring the chosen options align with the council's branding and operational requirements.

**Proposal 7** - Cllr David Scammell proposed, seconded by Cllr Joanna Winterbourne with all in favour, it was **RESOLVED:** To approve the purchase of business cards and ID badges from Stamford Engraving at a cost of £128.82 plus VAT.

**185. HR Working Group**

- i. Members received an update from the HR Working Group on the progress of new council roles, including the structure of the positions and the recruitment process. Advertisements for the three vacancies have been published, with steps in place to attract candidates. The group also discussed recruitment timelines, ensuring transparency and fairness throughout.
- ii. Members discussed the proposal for the composition of the interview panel and the delegation of authority for appointments. They focused on selecting a diverse and experienced panel to conduct fair interviews and considered how to delegate appointment authority efficiently while ensuring accountability in the hiring process.

**Proposal 8** - Cllr David Scammell proposed, seconded by Cllr Bret Allibone with all in favour, it was **RESOLVED:** That Cllrs Scammell, Cooke, Wheeler and the chair of the relevant committee will be on the interview panel with delegated powers to the interview panel to approve the hiring of the new staff members.

**186. Closure**

The meeting was closed at 8.15pm. It was noted that the next meeting is the

Town Council Meeting scheduled for Monday, 09 September 2024 at 6.30pm