**Finance and Asset Management Committee**

**Tuesday 18 July 2023**

**Council Chamber**

**6.30 pm - 8.30 pm**

**Attendees: Cllrs. N Penny, C Elsmore, P Kay, H Lusty, K Robbins**

 **Laura-Jade Schroeder (Assistant Clerk & RFO)**

1. Apologies were received from Cllr Beard, M Cox, M Parker, D Starr
2. Cllr Elsmore – item 7 Personal interest
3. No dispensation requests received.
4. The minutes of 13 June 23 were proposed, seconded, and unanimously agreed

**Cllr. Penny signed a copy of the minutes as a true record**

1. To raise matters arising from the Minutes of 13 June 2023:

Re: item 5 – Bus shelters – CE will chase again once Jonathan has returned from his annual leave

Re: item 11/12 – AGAR was sent on time

Re: item 16 – this is coming back to Full Council

1. **To take comments from the Public Forum**

There were no members of the public present

**6.35pm It was proposed and unanimously agreed to move in committee**

**In-Committee**

1. **To consider any relevant Staffing, and related, Matters, and to make any recommendations, as necessary (‘In Committee’)**
	1. **Staff Appraisal**

This has been signed off by staff member’s managers. Subject to verification from GAPTC/Town Clerk regarding contract renewal/extension, staff member will remain in post beyond 31st August 2023 with 1 salary scale point increase.

**6.41pm out of committee**

1. **To consider spec re: IT infrastructure for wider office/TIC, including hardware and fibre, and make recommendations, as necessary**

The Assistant Clerk updated on the possibilities currently being offered regarding fibre internet from BT, Gigaclear, and Virgin. With the consideration of Starlink too. After some discussion, including the need for the upgrade to accommodate our CCTV too, it was proposed and unanimously agreed:

**Recommendation: To move forward with the BT package proposed at £349 per month**

The next part to this discussion was around IT equipment. Cllr Parker sourced a webcam and speaker phone for use in the chamber. It was proposed and unanimously agreed:

**Recommendation: To purchase these items – speaker phone and webcam sourced by Cllr Parker**

Regarding office IT equipment, it was proposed and unanimously agreed:

**Recommendation: To purchase a laptop with server access from the same company used for the previous office laptops. Accessories (mouse, keyboard and docking station) to be sourced separately by Cllr Parker.**

Regarding TIC equipment, it was proposed and unanimously agreed:

**Recommendation: To purchase a laptop for the TIC Coordinator from the same company used for the office laptops. Cllr Parker to investigate additional needs of TIC Coordinator to ensure she is accommodated.**

1. **To consider revised Build Back Better funding allocation, and make recommendations as necessary**

Cllr Penny read out the email from County Cllr Allaway-Martin. Council would like to thank Cllr Allaway-Martin for the redistribution of funding as this enable us to move forward with accessibility improvements at the KGV playing fields.

1. **To consider Natural Burial Ground Memorial Bench, and make recommendations as necessary**

Councillors liked the driftwood bench proposed by the resident and felt it was in-keeping with the Natural Burial Ground. Therefore it was proposed and unanimously agreed:

**Recommendation: To accept the resident’s request to place a memorial bench in the Natural Burial Ground – at a cost to her**

**Recommendation: To amend the current memorial bench policy to omit the Natural Burial Ground from the standards outlined in the policy**

1. **To consider King George V matters, and make recommendations, as necessary:**
	1. **Scope and priority of accessibility improvement works**
	2. **Vandalism**
	3. **Broadwell FC Container request**

Cllr Penny said he would take these items in the order 11c, 11b, 11a, and would also like a site visit with all necessary stakeholders regarding these items.

**11c – Broadwell FC Container Request**

FODDC have previously given 50% discount to Town and Parish Councils for their planning applications. Office to check whether this still applies. Cllrs to meet with Jason Rooney of Broadwell FC on the site for further discussion.

**Note: since the meeting FODDC have confirmed that the 50% discount would apply**

**11b – Vandalism**

Site visit required with roof contractor to discuss roof situation. Vandalism has definitely occurred in places, but potential water leakage occurring in others. Meeting ideally required before Full Council.

**11a** - **Scope and priority of accessibility improvement works**

We have £8500 in reserves for this project for accessibility improvements. The proposal by Cllr Parker looks good. Further site visit to clarify. Gravel for a further parking extension could be considered in future years, but we do not have the funds in this year’s budget for it.

1. **To consider motion-activated light at Bells Field, and make recommendations, as necessary**

Cllr Penny discussed requirements for this project. We need power brought to the amphitheatre, with capabilities of running productions from there – requiring a PA system, and several external sockets for performers – kept in a locked cabinet. The box will also power a lighting column with the motion-activated lighting researched by Cllr Parker, and CCTV to this area. It was proposed and unanimously agreed:

**Recommendation: To engage electrical contractors to quote for this work**

The existing lighting was also discussed and the possibility of motion activated lighting to replace this was considered.

**Recommendation: To investigate installing motion activated lighting in existing lighting at Bells Field**

1. **To review process and adopt Grant Awarding Policy, and make recommendations, as necessary**

Cllr Penny’s comments were submitted to the office prior to the meeting and amends to the policy were made and then reviewed in the meeting. It was proposed and unanimously agreed:

**Recommendation: To adopt the Grant Awarding Policy with these amends. Grants will be awarded in May and November with deadlines for submission of applications on 30th April and 31st October. Advertise that grants are available on website, social media, newspapers, doctors surgeries, etc.**

1. **To receive RFO quarterly report, and make recommendations, as necessary**

The RFO summarised and brought attention to any anomalies, although currently overall on track according to budget.

**7:50pm Meeting ended**