

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
30th May 2022 at 7.00pm.

Present: Councillors: D Jones Chairman
E Cooper
S Goodchild
M S Kennedy
K Wattingham

Officers: Clare Evans Town Clerk
Debbie Marsh Corporate Services Manager

Public: 0

Apologies: Councillor: J Carroll

Also present: Councillor: T McMahon Virtual - part meeting

Absent: Councillor: C Copleston

12038 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Carroll.

12039 QUESTIONS FROM THE PUBLIC

None.

12040 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12041 ELECTION OF VICE-CHAIR

Members were invited to elect a Vice Chair for Corporate Services Committee for 2022/2023.

Nominee:	Cllr Kennedy	Nominated by:	Cllr Jones
		Seconded by:	Cllr Wattingham

No other nominations were received. On being put to the vote, Councillor Kennedy was duly appointed as Vice-Chair of the Corporate Services Committee for the municipal year 2022 - 2023.

12042 MINUTES

To approve the Minutes of the meeting held on 28th February 2022.

D-JT.

Resolved: To approve the Minutes of the meeting held on 28th February 2022 and for these to be signed by the Chairman.

12043 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Personnel Sub-Committee: 17th January 2022.

Resolved: To receive the Minutes of the Personnel Sub-Committee meeting of the 17th January 2022.

12044 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

In accordance with Standing Order 4.j.iv. Council was required to review its delegation arrangements to committees and sub-committees.

These arrangements were set out in the Committee Functions & Terms of Reference. This document set out the system of delegation to the Committees, Sub-Committees and Working Groups of the Council.

Members received the extract from the approved Committee Functions & Terms of Reference which related to this committee.

Members received this report for information.

12045 INCOME AND EXPENDITURE REPORT

Corporate Services Manager arrived at 7.06pm and clerked the remainder of the meeting. The Clerk retired from the meeting.

Members received the Income & Expenditure report, highlighting significant variances, for Corporate Services Committee.

Members received this report for information.

12046 RENEWAL OF DIRECT DEBIT, STANDING ORDER AND BACS PAYMENTS

Members were advised, under Financial Regulation 6.8, the approval of the use of Direct Debit, Standing Order and BACS would be renewed by resolution every year.

Members received a list of Direct Debits and Standing Orders.

Members were informed that the town council used BACs payment for staff salaries only.

Members requested clarification on why Techies was paid via Standing Order rather than Direct Debit. The Corporate Services Manager confirmed an email response would be sent to members.

QST.

- Resolved:**
- 1) **To approve the use of BACS method of payment.**
 - 2) **To approve the use of Direct Debit and Standing Order method of payment.**

12047 CODE OF CONDUCT

By law all councils were required to have a local Councillor Code of Conduct.

Members were advised that the Town Council's Code of Conduct was last reviewed by this committee on the 14th December 2020.

The Local Government Association (LGA) Model Code of Conduct was issued in December 2020. National Association of Local Councils recognised the benefit of a single code and withdrew their version, in its entirety.

Members received the LGA's Code of Conduct.

Members highlighted the importance of ensuring their register of interests were submitted and kept up to date.

Members compared the new document to an older version which members suggested held more weight but felt the updated version lacked empowerment.

The matter on considering formatting this and all Town Councils policies to be gender inclusive, as suggested at the Town Council meeting held on the 18th May 2022, was not discussed.

- Resolved:** **To recommend to Town Council the adoption of the Town Councils Code of Conduct as based on the template provided by the Local Government Association**

12048 HRTC INSURANCE

For information and in accordance with Financial Regulation 15, members were advised that the renewal notice for the council's insurance had been reviewed and was considered fit for purpose.

The current three-year agreement expired on the 31st May 2022 but following the renewal quotation received, which was comparable to previous years, the agreement was extended to the 31st May 2024. This would mean that the long-term agreement would be for 5 years as was the length of the previous agreement.

12049 BANK AND CASH RECONCILIATION STATEMENTS

Members were requested to receive the monthly bank and cash reconciliation statements for February and March 2022.

QJJ

Councillor Goodchild requested clarification in regard to the petty cash figure, as reported for the February period. The Chair confirmed that this was an accounting issue which had been resolved, as could be seen by the figure reported for the March period.

- Resolved:**
1. **To approve the monthly bank and cash reconciliation statements for February and March 2022;**
 2. **For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

12050 LIST OF CHEQUE PAYMENTS

Members received a list of payments for the period February 2022 to March 2022 (inclusive).

It was requested that consideration be given to formalising the designation of specific members to approve payments in order to avoid a conflict of interests. Councillor Kennedy suggested that he would be willing to be a designated signatory.

Members received this report for information.

12051 INVESTMENT REPORT

In accordance with Committee Functions, Financial Regulation 8 and Banking Arrangements, Investment Strategy & Investment Arrangements.

The Corporate Services Committee were to oversee and manage the financial obligations of the Council, which included:

To receive quarterly reports on investments containing a forecast of capital expenditure, investment opportunities and a recommendation for further investment including where, length and amount.

Members received this report for information.

12052 INSURANCE CLAIMS

Members were advised that there had been one insurance claim from the 1st March 2022 to date.

Members received this report for information.

<i>Claim number</i>	<i>Details</i>	<i>Repair cost</i>	<i>Date settled</i>
27221391383	Repairs to Ranger	£N/K at present	Outstanding

QST

The Chairman declared the meeting closed at 7.50pm
Dated this 12th day of ~~September~~^{October} 2022.

DJJ.

D. J. Jones.

Chairman

