

REPORT of the extraordinary meeting of the Finance and Policy Committee  
held on Tuesday 4 August 2020 at 7.30pm  
via Video Conference (Virtual Meeting)

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Present: Cllr Chris Davies (Chairman)

Cllr Jayne Stansfield  
Cllr Clive Parkinson  
Cllr Guy Rawlinson  
Cllr Matthew Stringer  
Cllr Maggie Tyrrell  
Cllr Benj Emmerson  
Cllr Bob Griffin  
Cllr Shirley Holloway

Wendy Sydenham (Deputy Town Clerk)

(Cllr Eva Fielding- absent)

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**1. TO RECEIVE ANY APOLOGIES FOR ABSENCE**

Cllr Helen Harrison – another commitment

**2. TO RECEIVE ANY MEMBER’S DECLARATIONS OF INTEREST**

Cllr Clive Robinson declared an interest in matters relating to the Over 60’s Tea Room as a member of their Committee.

**3. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC**

No members of the public had joined the meeting.

**4. *To resolve under the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting during consideration of the remaining items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted***

This was proposed and unanimously agreed.

**5. TO DISCUSS A FINANCIAL MATTER WITH THE SERVICE LEVEL AGREEMENT FOR YOUTH WORK**

The Committee had been made aware of a change to one of the costs covered by the service level agreement for youth work. Cllr Clive Parkinson proposed a way forward that would ensure the change could be accommodated, but other options would also be explored. The proposal was seconded by Cllr Benj Emmerson and unanimously agreed. It was also agreed that Cllr Clive Parkinson would contact the Clerk to discuss a forthcoming meeting with relevant parties where the issue could be discussed further.

It was also agreed that the budget should be examined to see which projects may be impacted by Coronavirus and therefore the funding for these projects may need to be covered by the 2021/2022 budget.

**6. TO DISCUSS LEASING ISSUES**

The Clerk had circulated an update on the situation regarding one of the leases including a request by the relevant party to resume their activities in early September. The situation was discussed in detail and a way forward was agreed.

The Clerk had circulated an update on another lease including some issues that had been raised by the other party. The situation was discussed in detail and a way forward was agreed.

**7. TO DISCUSS COUNCIL PROPERTY ISSUES**

The Deputy Clerk reported that in the process of obtaining quotes for some works to one of Council's buildings, it had been recommended that a full survey be carried out of the building. The issue of whether it would be useful to carry out a survey of all Town Council's buildings was discussed. It was acknowledged that there were issues with some of these buildings and a survey would provide a list of all works that needed to be addressed and an indication of priorities. Cllr Jayne Stansfield proposed that Council staff provide further information on the scope of the survey and the costs involved, and report back to the Committee. The proposal was seconded by Cllr Guy Rawlinson and unanimously agreed.

**8. TO CONSIDER QUOTES FOR HAND DRIERS FOR THE TOILETS AT THE PAVILION**

The Deputy Clerk reported that as part of the process of safely reopening the Pavilion toilets, it would be good practice to install hand driers. She presented details of four quotes which included both renting and purchasing driers. It was agreed to proceed with the cheapest quote for rented driers which would include repairs and maintenance.

**9. TO CONSIDER ANY MATTERS ON THE GROUNDS OF URGENCY**

There were no urgent matters.