



**MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING
HELD ON 15TH DECEMBER 2020
AT 7:45PM VIA VIRTUAL ACCESS**

Present:

Cllr I Blazeby (Chairman)
Cllr J Roberts
Cllr J Dann
Cllr A Snape
Cllr D Toinko
Cllr R Shaw

Also, present:

Rob McGregor – Town Clerk
Stephanie Stanley – Deputy Town Clerk

622. APOLOGIES FOR ABSENCE

Apologies were received and accepted for Councillor Mackey – work commitments.

623. DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary interests in any agenda item – none.
- (b) Non-Pecuniary interests in any agenda item – none.

624. CHAIRMAN'S ANNOUNCEMENTS

No announcements.

625. PUBLIC OPEN SESSION

There were no members of the public present.

626. MEMBERS QUESTIONS

No questions.

627. MINUTES

- a. For Members to receive and adopt the minutes of the Corporate Services meeting held 24th November 2020.

Members received and approved as a true record; the Minutes of the Corporate Services meeting held on 24th November 2020 via virtual access.

628. MATTERS ARISING

- a. Minutes of the Corporate Services Committee Meeting 24th November 2020.

Councillor Snape asked for an update on when the planters were expected to be delivered and he was advised that it was hoped for this to be on either 18th or 21st December. Members thought it was a good idea for the Mayor to 'open' the planters and the Town Clerk would arrange this with relevant Officers.

Action: Town Clerk

629. ITEMS FOR CONSIDERATION

a. Proposed Budget 2021-2022

Members looked at the proposed budget figures circulated. The Chairman raised a few queries that he had previously mentioned at the Clerks & Chairs Budgets meeting – these related to budgets for elections, communications and community spirit/projects. All these matters would be looked at when the Accountant was on site next (8th January) with a view to submitting the final proposed budget for approval at the Council meeting in January once other Committees had also scrutinised their budgets.

Councillor Shaw joined the meeting at this time (7:54pm).

b. Scheme of Delegations

Members considered the Scheme of Delegations and its associated documents circulated.

The Chairman explained the purpose for the scheme and advised that he had looked at the Corporate Services Terms of Reference in detail. Other Committee Chairs need to review their relevant Committee Terms of Reference documents in advance of the Council meeting.

The Town Clerk would make a few amendments including removing the reference of PDRT and a duplication of text relating to S106 applications. Councillor Toinko also asked for a section to be re-worded which implied that Committees were unable to spend money. The Town Clerk explained the Rolling Capital Fund process for Committees to apply for project funding and advised that expense within this area would be visible in financial reports.

Action: Town Clerk

It was **recommended** for the Scheme of Delegations document and the associated Terms of Reference for Committees be adopted with a view to reviewing its contents for a period of 12 months. This would enable detail to be inserted within this timeframe and to ensure the new ways of operating were embedded properly for Committees.

630. ITEMS FOR INFORMATION

a. Health & Safety Report

Members noted the report circulated. The Chairman asked about the outstanding items required for the Seed Box in terms of health and safety precautions and the Town Clerk stated he would ask the Rufus Centre Manager to email this information to Councillors the following day.

Action: Town Clerk/Rufus Centre Manager

Councillor Snape referred to the noise assessment expenditure and that this budget was overspent. He advised that this matter should have gone through Committee.

b. Budget

The budget circulated was noted. The Chairman referred to budget 4023 - Telephones - commenting that this was overspent, and he requested to know why as there was not a note about this in the review paperwork. The finance team would be asked to explain the reason behind this overspend.

The Mayor asked about budget 4035 – Regalia Fund – he thought this would show an overspend however the Town Clerk explained that the funds were transferred from an appropriate EMR to cover the additional costs for upgrades and engravings on the Mayor's Chain.

The Chairman referred to cost centre 110 – Projects and asked why the percentages read 0% if there was expenditure. The Deputy Clerk advised that she had requested for the expenditure relating to the assessment of planning conditions for the burial ground and country park be split between the two projects, however this did not explain the 0% element. This would be investigated, and Members would be updated on the explanation.

Action: Deputy Town Clerk

631. PUBLIC OPEN SESSION

There were no members of the public present.

632. EXEMPT ITEMS

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

11a) Update on land lease opportunity – for information

The land lease opportunity update was noted.

11b) Building lease discussion – for consideration

It was **recommended** to instruct the Town Clerk and Deputy Town Clerk to investigate the building lease discussed.

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.