

DAVENTRY TOWN COUNCIL

**Minutes of the Finance & Policy Committee held at 3 New Street, Daventry on Monday,
11th March 2024 at 18:30hrs.**

PRESENT: Cllr Alan Knape – Vice Chair

Councillors

Mike Arnold
Scott Cameron
Stephen Dabbs
Janet Matthews
Katie Thurston
Ted Nicholl

IN ATTENDANCE: Deborah Jewell – Chief Officer (CO)
Sarah Fox - Responsible Finance Officer (RFO)
Katie Eaton – Administration Officer
3 Members of the Public
0 Members of the Press

OPEN FORUM.

The resident of The Medway advised members they wished to speak in relation to agenda item FP203.4. They spoke in support of their request for a licence to occupy Daventry Town Council land adjacent to their property to enable a pathway to be placed along the side of the property for wheelchair access.

They informed members on the advice of the CO, that they had explored all options to adapt the existing access points before requesting access over council land, during the investigations it became apparent that existing infrastructure prevented them from using the access point on their land via their property.

FP2403.1. APOLOGIES FOR ABSENCE.

Councillor	Apologies	Resolved
Lynne Taylor	Received and considered	Apologies Approved

FP2403.2. DECLARATIONS OF INTERESTS.

Councillor	Declaration Of Interest	Minute Number
Ted Nicholl	Personal interest – non-pecuniary - known to the residents requesting a licence to occupy land.	FP2403.4

FP2403.3. MINUTES.

RESOLVED:	That the Minutes (Appendix 1) of the Finance & Policy Committee meeting held on Wednesday 14 th February 2024, be approved, and signed as a correct record.
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FP2403.4. LICENSE TO OCCUPY LAND.

The CO informed members that the resident submitted a request to use town council land to place a pathway along the side of the property for wheelchair access, the resident was provided contact information for agencies that could assist but due to the existing infrastructure it was not possible to facilitate wheelchair access via the front door or back gate.



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Members questioned whether the adaptations would affect the maintenance of the open space and were advised the grounds maintenance service provider had been advised and would be working with the contractor to ensure it met with the Town Council's specifications. The CO advised, a yearly licence could be granted to allow for a pathway to be constructed by the side of the property, and it was

RECOMMENDED	That approval be given to issue a one-year licence to occupy land on The Medway, and that due to the needs of the resident all costs be waived relating to the issue of the Licence be waived.
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FP2403.5. INSURANCE.

The RFO advised members a claim had been submitted for a new cabinet, ceiling tiles and decoration, following a radiator leak on the first floor of the building.

FP2403.6. POLICIES

Members reviewed policies, as identified for review in the schedule, and it was

RECOMMENDED	(i) Treasury Policy, be approved.
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FP2403.7. INTERNAL FINANCIAL CHECK.

Cllr Cameron advised that he and Cllr Arnold had completed the third quarter financial check and that there were no matters arising.

Members considered the appointment of the Q4/ Year End internal financial check and concurred that the Year End check should be completed by two members of the Finance & Policy Committee and one Councillor from Full Council.

RESOLVED:	That Cllr Mike Arnold and Cllr Katie Thurston be appointed to review Quarter 4 / Year End, January to March 2024.
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RECOMMENDED	That one Councillor from Full Council be appointed to review the quarter 4 / Year End Internal Financial Check, in partnership with Cllr Arnold and Cllr Thurston.
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FP2403.8. FINANCIAL REPORTS.

Members referred to the financial reports and the Chair confirmed they had seen the bank statements and reconciled the balances.

RESOLVED:	(i) That the Council budget/income and expenditure report for February 2024 be received. (ii) That the statement of Earmarked Reserves for February 2024 be received. (iii) That the CIL receipts and expenditure report be received. (iv) That the statement of balances and reconciliation as of 29 th February 2024 be approved and signed. (v) That the schedule of payments for the period 13 th February 2024 to 11 th March 2024 be approved and signed. (vi) It was noted that there were no petty cash payments, inter account transfers or virement for the period 13 th February 2024 to 11 th March 2024.
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FP2403.9. CORRESPONDENCE.

Members noted correspondence from Drayton Grange Football Club seeking permission to vary their licence to increase the number of days they could use the open space adjacent to Mayfield Park for football training and games. Members agreed to defer this item to the next meeting of the Town Council.

The CO highlighted to members the current process for approving licenses needed to be reviewed as authority was currently delegated to the Parks, Open Spaces and Environment Committee who meet infrequently. The CO suggested authority be delegated to the Finance & Policy committee for the approval of licences. Members agreed and asked for the terms of reference to be reviewed at the next meeting for the Finance & Policy Committee.

FP2403.10. DATE OF NEXT MEETING.

The next meeting of the Committee will be held on Monday, 1st May 2024. The meeting closed at 19:05 hrs.

SIGNED  DATED *1st May 2024*