

The Guildhall  
Market Place  
Salisbury  
Wilts  
SP1 1JH



**Contact:** Annie Child  
**Direct Line:** 01722 342860  
**Email:** [corporate@salisburycitycouncil.gov.uk](mailto:corporate@salisburycitycouncil.gov.uk)  
**Web:** [www.salisburycitycouncil.gov.uk](http://www.salisburycitycouncil.gov.uk)

# Minutes

**Meeting of** : Finance and Governance Committee  
**Date** : 02 November 2020  
**Meeting held** : Via Microsoft Teams  
**Commencing at** : 6:30 pm

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Present:

Chair: Cllr K Daley

Vice Chair: Cllr Dr M McClelland

Cllrs: S Berry, D Brown OBE, C Corbin, S Hocking, M Osment, L Sirman and I Tomes.

Also present: Cllr A Hoque and J Nettle

Officers: Annie Child, Jenny Annetts, David Bradley, Harlan Hughes, Thomas Simpkins, Estelle Sherry and Joanna Wood

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## **634. Apologies:**

There were no apologies from councillors.

## **635. Public Questions/Statement Time:**

There were no questions or statements submitted from the public.

## **636. Councillor Questions/Statement Time:**

There were no questions or statements submitted from councillors.

## **637. Minutes of Previous Meeting:**

The minutes of the last meeting of the Finance and Governance Committee held on 13 July 2020 were approved and signed by the Chairman.

**638. Declarations of Interest:**

Cllr Brown declared a non-pecuniary interest in Item 10 and indicated he would not vote on this issue.

**639. Dispensations:**

No dispensations were requested.

**640. Chairman's Announcements:**

The Chairman updated the group that he was pleased to report that the Council's external auditor, PKF Littlejohn, has completed its limited assurance review of the Council's accounts for the period 1 Apr 2019 to 31 Mar 20. The external auditor reported that, in their opinion, the information in the Annual Governance and Accountability Return is in accordance with Proper Practices, that relevant legislation and regulatory requirements have been met, and there are no matters which have come to their attention giving cause for concern. A Notice of Conclusion of the Audit, along with the Certified Annual Governance and Accountability Return, will be published on the Council's website before 30 November in accordance with the Government's requirements.

The Chairman concluded that the Council notes that the government has announced a new national restrictions from Thu 5 Nov 2020. This will affect the services and events delivered by the Council. Once the impact of these new restrictions have been fully assessed, further information about the council services and events will be published later on this week, and will be made available on the Council's website.

**641. Working Group Updates:**

641.1. Cllr Berry, Chairman of the Land and Properties Working Group (L&PWG) provided a verbal update.

Cllr Berry reported that the group have continued to meet regularly and review on a regular basis the properties which the Council owns. He noted that all our properties are always under discussion and any major decisions are brought forward to Full Council or the relevant Committees for approval.

Cllr Berry noted that the Council is awaiting determination by Wiltshire Council to the planning application for 18 College Street. With respect to 47 Blue Boar Row, he noted that dilapidations negotiations are ongoing and that the building is part of the wider Wiltshire Council High Street Fund Bid, which we are hoping to hear news of by the end of the year. Due to damp and rot in the roof, surveys are in progress at the moment with a view to seeing exactly what the Council needs to keep the building secure.

Cllr Berry then added the LPWG is recommending that the Council develop an holistic property strategy and that a budget provision of around £15,000 a year should be set aside for that purpose.

641.2. Cllr Berry, Chairman of the Assets of Community Value Working Group (ACVWG) noted that this group has not meet recently, and therefore he has no report to make.

**642. Quarter Two Budget Monitoring – COVID REVISED:**

The Committee received the report, Quarter Two Budget Monitoring, from the Responsible Finance Officer, and it was:

**Resolved to:**

642.1. Note the Revenue and Capital Budget Monitoring Reports for the period of the 1 April 2020 to 30 September 2020 (Quarter 2.)

**643. Major Grant Application – Secret Spitfire Charity:**

The Committee received a report and considered an application from the Secret Spitfire Charity for major grant funding, and it was:

**Resolved to:**

643.1. Approve the grant application for the Secret Spitfire Charity for £3,000.

**644. Special Delegation - Car Parking Licence Reduction in Management Fees and Re-Allocation of these Funds:**

The City Clerk introduced the report regarding re-negotiating the terms of the Car Parking Licence Agreement between Salisbury City Council (SCC) and Wiltshire Council (WC,) and was seeking Members to note the special delegation. It was:

**Resolved to:**

644.1. Note this special delegation in accordance with SCC Standing Orders Para 26.

**645. Annual Risk Management Report**

The Committee considered the report outlining the Council's Risk Management Strategy and Strategic Register, and it was:

**Resolved to:**

645.1. Agree the Risk Management Strategy.  
645.2. Note SCC's Strategic Risk Register Summary for 2020/2021 at Annex A.

**646. Management of Section 106 Funding**

The Committee considered the report outlining the Council's Management of Section 106 Funding. This report describes Section 106 monies, their application and receipt by the Council, and introduces a proposal to revise the manner in which these monies will be administered and accounted for with effect from 1 April 2021. It was:

**Resolved to:**

- 646.1. Note the discharge of SCC's obligations in respect to the Section 106 Agreements shown at Appendix A.
- 646.2. Note the Section 106 monies for future application as shown at Appendix B.
- 646.3. Note the revision to the accounting and administrative processes employed in respect to Section 106 monies.
- 646.4. Set up a cross party working group to consider and agree the process by which Section 106 funding is allocated whilst ensuring Section 106 agreement obligations are met.

**647. Hire of SCC equipment**

The Committee received from the Business Manager a report regarding the management processes and charges for the hire of Salisbury City Council's (SCC) equipment by community groups and others. Following some discussion, it was:

**Resolved to:**

- 647.1. Approve the SCC Equipment Hire charges as shown at Annex A from 1 Dec 2020
- 647.2. Approve the Application Form shown at Annex B.

**648. Guildhall Fees and Charges**

The Committee considered the report outlining the revised fees and charges structure for the Guildhall, Market Place & Guildhall Square, and Cross Street banners, and it was:

**Resolved to:**

- 648.1. Agree to recommend to Full Council at its next meeting that the fees and charges as shown in Annex A of the report are adopted from 1 Apr 2021.

**649. Matters, if any, which by reason of special circumstances the Chairman decides should be considered as a matter of urgency:**

No matters were raised.

2 member of the public was present.

0 members of the press were present.

The meeting closed at 19:01pm.