

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE
HELD IN THE COUNCIL CHAMBER, CIVIC OFFICES ON
THURSDAY 17th MAY 2018 AT 7:00PM

Present: Councillor Charters (Chairman)

Councillors: E Rigby P Roe P Johnson C Briggs W Lee B Sellars

In Attendance: Clerk to the Committee: Mrs E Preece

The meeting opened at 19:00

1. ACCEPTANCE OF APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillors: S Roe, N Dillon, S Barker-Milan and M Reynolds

AGREED Proposed by Cllr E Rigby, seconded by Cllr B Sellars
To accept apologies for absence received and the reasons given.
Unanimous

2. RECEIPT OF ANY DECLARATION OF MEMBERS' INTERESTS UNDER THE LOCALISM ACT 2011

None received at this point.

3. NOTES OF THE COMMITTEE MEETING HELD ON 22nd MARCH - APPROVED AS A TRUE RECORD OF MINUTES AT ATCM

The minutes had been approved at the last Annual Town Council Meeting on 10th May, with one amendment, as a true record of minutes.

4. CORRESPONDENCE AND CLERKS ITEMS

- Election of Vice Chair – Councillor Rigby expressed an interest in standing for Vice Chair of the Committee.

RESOLVED Proposed by Cllr B Sellars, seconded by Cllr J Charters
that Councillor Rigby be duly elected to Vice Chair of the Finance & Policy Committee 18/19.
Unanimous

- Resident complaint – the Town Clerk informed the Committee about a solicitor's letter received in relation to a potential claim against the Council for private nuisance. This will be forwarded onto the Estates & Operations Committee to investigate further.

AGREED Proposed by Cllr E Rigby, seconded by Cllr W Lee
For the Town Clerk to engage with our solicitors and send a 'holding' response to the claimant's solicitors.
Unanimous

- Ratification of SCS Contract – the IT contract was awarded to SCS last year. At that time a 2 year proposal offering year 1 at a reduced rate whilst becoming familiar with the business and year 2 increased. The Town Clerk emphasised that the services offered by SCS are satisfactory and would like to continue with the year 2 proposal.

year and corresponding funding moved according. However, the accurate Committee budgets and expenditure was recorded on our financial database and this comparison showed that all Committees (with the exception of Neighbourhood Plan Committee) had underspent compared to their budget. The Neighbourhood Plan Committee were slightly over spent but this was offset by income received.

This has had the knock-on effect of increasing our reserves reported within our accounts however there was further exploratory work to be done to ensure that any works planned and agreed within the last financial year were identified and carried through albeit within this financial year. In order to manage this expenditure and to reduce the flow and transfer of funding this would be managed by the Finance & Policy Committee.

7. COMMITTEE INCOME & EXPENDITURE REVIEW

The Chairman informed the Committee that the Income and Expenditure review report looked significantly different with a reduction in cost centres and the setup of the cost centres being in line, as much as reasonably possible, with the precept. This would lend itself to an easier comparison when reviewing end of year accounts.

8. UPDATE AND RATIFICATION FROM BUSINESS SUB COMMITTEE MEETING

This is a standing order. At this meeting there was nothing to discuss.

9. UPDATE AND RATIFICATION FROM PERSONNEL SUB COMMITTEE MEETING

Following on from the last Town Council meeting it was identified that the current representation on the Personnel Sub Committee, by Councillor N Dillon, would no longer be possible since she was duly elected to Deputy Mayor. Other members of the Personnel Sub Committee had noted their interest to remain on the Committee. Expressions of interest had been requested from all Councillors and three had expressed an interest.

It was decided that the Town Clerk ask Councillors from this Committee to vote for one of the three Councillors who had expressed an interest via email confidentially.

10. REQUEST FOR DEBIT CARD

In the main, the Councillors agreed with the need for either a credit card or debit card facility to remove the element of staff members needing to use their own personal cards for work transactions which are not feasible through a purchase order mechanism. They discussed the benefits for and against credit card compared with debit cards and the 'added' protection of the credit card facility.

AGREED

Proposed by Cllr E Rigby, seconded by Cllr B Sellars

to authorise a debit card assigned to a separate account with minimum funds, further operational detail to be left to the discretion of the Town Clerk.

Unanimous

The Committee also discussed the proposed Council Debit Card Policy and agreed with its content with the exception of amending the consequence of fraudulent or misuse of the debit card **will** result in disciplinary action.

AGREED

Proposed by Cllr E Rigby, seconded by Cllr P Johnson

to recommend the Council Debit Card Policy to the Town Council for adoption.

6 for, 1 Abstention

2. that if the plot had of been prepared on the day of the burial or the day before (this is out with our control as this agreement is between the Funeral Directors and the grave diggers), which is common practice, the water logging issue would not have arisen at all and the burial would have proceeded normally;

3. fully refunding the plot as well as the two other family plots. Just a point to note this is not common practice if someone wishes to relinquish their exclusive rights to a plot we would normally deduct a percentage in accordance with the time spent of the 50 years.

The Committee believed that had the family stayed with NHTC that we would of came to a suitable solution and the funeral would have been gone ahead as planned.

AGREED

Proposed by Cllr J Charters, seconded by Cllr P Roe

there was no negligence on behalf of the Council and therefore no compensatory claim to answer.

Unanimous

The meeting closed at 20.45

ACTIONS

Action	By whom	By When	Completed
To review Nationwide accounts and options to open another bank account.	Town Clerk	Next F & P meeting	On agenda for next F & P meeting to be signed off.
To defer the business rates for the stalls attending football events.	Town Clerk	Next Business Sub Committee agenda	On agenda for next Business Sub Committee meeting.
To review Standing Orders.	Town Clerk	First quarter new financial year	Outstanding
To engage with solicitors regarding the resident's complaint.	Town Clerk	ASAP	On agenda for next Estates & Operations Committee meeting.
To present the year end accounts 2017/2018 at the next Finance & Policy Committee meeting.	Town Clerk	21 st June 2018	On agenda for next Finance & Policy Committee.
To email all Finance & Policy Committee members requesting them to vote for a Councillor who has expressed an interest in joining the Personnel Sub Committee.	Town Clerk	ASAP	All Councillors have been emailed. Awaiting responses.
To recommend the adoption of the Grants Policy to Town Council.	Town Clerk	Next scheduled meeting	On the agenda at the next Town Council meeting.
To reply to complainant on behalf of Town Council.	Town Clerk	ASAP	Completed