

**THE MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 23<sup>RD</sup> NOVEMBER 2017 AT 19.00 IN THE CIVIC OFFICES, FEN LANE**

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Present: Councillor J Charters (Chairman)  
Councillors: C Briggs                      N Dillon                      W Lee  
                  E Rigby                              P Roe                              S Roe

Mrs S Green – Committee Clerk

**1. ACCEPTANCE OF APOLOGIES FOR ABSENCE AND REASONS GIVEN**

Councillor Little (personal), Councillor Barker-Milan (personal), Councillor Sellars (work commitments) and Councillor Reynolds (personal)

**Proposed by Councillor Charters, seconded by Councillor Dillon**

**AGREED**                                      To accept the apologies of absence of those listed above and the reasons given.  
**Unanimous**

**2. DECLARATION OF INTEREST**

None at this point.

**3. APPROVAL OF COMMITTEE MINUTES DATED 28<sup>TH</sup> SEPTEMBER 2017**

Committee Clerk to check progress on Item 8.

**Proposed by Councillor Rigby, seconded by Councillor Briggs**

**AGREED**                                      That the minutes dated 28<sup>th</sup> September 2017 be approved as a true record.  
**Unanimous of those present at the meeting on 28<sup>th</sup> September 2017**

**4. ACCOUNTS I&E**

In response to a query regarding the consultancy fee budget costs, it was clarified that these costs had been allocated to the Town Clerk recruitment process. The Chairman advised that outstanding accruals were not shown within the accounts presented. One Member queried the FIT income and was asked to approach the office for these details.

**5. BUSINESS SUB COMMITTEE MINUTES DATED 26<sup>TH</sup> OCTOBER 2017**

The minutes were noted. The Business Sub Committee Chairman updated on the arrangements discussed with the CAB regarding their hiring of the small meeting room. BT has now reinstalled the cabling for the Pre School telephone at the Community Hub to a satisfactory standard. It was confirmed that the NHS have been invoiced for car park usage for the next year as agreed.

**6. RATIFICATION OF PREMISES & FACILITIES HIRE CHARGES**

**Proposed by Councillor Rigby, seconded by Councillor Dillon**

**AGREED**                                      To ratify the premises and facilities hire charges as presented in the Hire Price List.  
**Unanimous**



**12. RECOMMENDATION FROM THE BUSINESS SUB COMMITTEE “TO FINANCE & POLICY COMMITTEE TO PROPOSE TO TOWN COUNCIL THAT A STATUTORY SCRUTINY COMMITTEE BE FORMED, COMPRISING OF A MAXIMUM OF 5 MEMBERS, CURRENT COMMITTEE CHAIRS EXEMPT FROM SERVING**

A lengthy discussion was held on the requirements to form a Scrutiny Committee. Members agreed with the principle but felt that the Terms of Reference required full investigation.

**AGREED** **Proposed by Councillor S Roe, seconded by Councillor Dillon**  
To propose to Town Council that the formation of a Statutory Scrutiny Committee be investigated.  
**Unanimous**

**13. RECOMMENDATION FROM COMMUNITY COMMITTEE “TO FINANCE & POLICY A VIREMENT OF £1340 BE MADE FROM THE 2017/18 EVENTS BUDGET TO SECTION 137 BUDGET TO FACILITATE A GRANT FOR THE NATIVITY 2017”**

The Nativity Event is now being held as an external rather than an internal event whilst following the usual format for the evening. There are insufficient funds available in the Section 137 budget to cover the grant requested and therefore a virement of £1340 is proposed to the Section 137 budget from the current Events budget to cover the shortfall. Whilst all Members wished to see the Nativity Event go ahead it was felt that a lack of planning had resulted in this situation and several. Members were also concerned that a stage was once again being hired at expense whilst the bandstand is not being used for what it was intended for. Members did not wish this situation to cause a precedent and therefore it was

**AGREED** **Proposed by Councillor S Roe, seconded by Councillor Lee**  
To vire £1340 from the 2017/18 Events budget to Section 137 budget to facilitate a grant for the Nativity 2017. This is allowed for this event only and in future cases Internal Events budget will not be allocated to External Events and no further cases will be supported.  
**6 for: 1 against**

**14. RECOMMENDATION FROM COMMUNITY COMMITTEE “TO REQUEST TO FINANCE & POLICY THAT FOR HEALTH AND SAFETY, £9770 BE SPENT FROM TOWN COUNCIL RESERVES ON URGENT STREET LIGHTING WORKS AS RECOMMENDED BY EON”**

These works have been recommended by Eon as of an urgent nature and it was

**AGREED** **Proposed by Councillor Lee, seconded by Councillor S Roe**  
That for Health and Safety £9770 be spent from Town Council general reserves on urgent street lighting works as recommended by Eon.  
**Unanimous**

**15. RECOMMENDATION FROM ESTATES & OPERATIONS COMMITTEE “TO FINANCE & POLICY TO PURCHASE 20 BLACK CHAIRS SUITABLE FOR MEETINGS FOR THE COUNCIL CHAMBER @ £200, TOTAL COST £4000**

Following consideration of budget remaining it was

**AGREED** **Proposed by Councillor Briggs, seconded by Councillor Lee**  
To withdraw the recommendation and that this Item be taken back to the Estates & Operations Committee for further investigation and review.  
**6 for: 1 against**

**16. CONSIDERATION OF PRECEPT**

Following clarification that the Personnel section of the budget will bring the Council back to normal staffing levels, with the addition of a part-time caretaker and cleaner to staff the new Community Hub and a proposed increase in service costs on Estates and Operations due to additional areas of open spaces it was

**RECOMMEND** **Proposed by Councillor Charters, seconded by Councillor Dillon**  
To Town Council the proposed precept 2018/19 as presented, which will result in a 5% increase on 2017/18.  
**6 for: 1 abstention**

**17. TO RESOLVE ON WHETHER THE COUNCIL WILL MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION FOR MEETINGS) ACT 1960 AS AMENDED BY SECTION 100 OF THE LOCAL GOVERNMENT ACT 1972 FOR THE FOLLOWING PERSONNEL MATTERS**

**AGREED** **Proposed by Councillor Rigby, seconded by Councillor S Roe**  
To accept the entry into closed session  
**Unanimous**

**18. PERSONNEL MATTERS – TOWN CLERK APPOINTMENT**

Personnel matters discussed or dealt with included the ratification of appointment of Town Clerk, the ratification of appointment of Caretaker, the ratification of appointment of Cleaner/Relief Caretaker, further staffing issues, office layout re-organisation and Christmas arrangements.

Meeting closed at 20.15