

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE  
HELD IN THE COUNCIL CHAMBER, CIVIC OFFICES ON  
THURSDAY 21<sup>st</sup> JUNE 2018 AT 19:00

**Present:** Councillor Charters (Chairman)

Councillors: P Roe P Johnson N Dillon W Lee

**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, S Barker-Milan, M Reynolds, C Briggs, B Sellars, E Rigby

**AGREED** Proposed by Cllr N Dillon, seconded by Cllr P Johnson  
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 17<sup>th</sup> MAY BE APPROVED AS A TRUE RECORD OF MINUTES**

**AGREED** Proposed by Cllr P Johnson, seconded by Cllr W Lee  
To accept the minutes from the meeting held on 17<sup>th</sup> May as a true record.  
**Unanimous of those at the meeting**

4. **CORRESPONDENCE AND CLERKS ITEMS**

- Bank Accounts - to review, possibly Nationwide, along with other bank accounts in which to spread the funds and reduce the financial risk associated with the Financial Services Compensation Scheme (FSCS) – this is outstanding.
- Standing Orders - to review the standing orders – outstanding action.
- Personnel Sub Committee membership - Finance & Policy Committee members to elect another Councillor onto the Personnel Sub Committee – three Councillors nominated themselves for the position taking it to a vote. Councillor P Johnson was elected with the most votes.

5. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman announced that at the last Community Committee meeting a grant of £250 was awarded to Signing for Friendship against an application for £1,000. This is a small local group run by two ladies in their own time and supports the local community residents who have dementia. The group meet twice a month in the Council Chamber and the grant is to cover the hire costs.

The Chairman proposed that Finance & Policy transfer £750 to Community Committee with the sole purpose of supporting this group and granting them their request of £1,000. This would be subject to approval at Town Council.

**AGREED**

**Proposed by Cllr J Charters, seconded by Cllr N Dillon**  
to transfer £750 with the sole purpose of fully awarding the grant.  
**Unanimous**

## **6. FULL FINANCIAL 2017-2018 REVIEW**

The Committee agreed to cover the full financial 2017-2018 review and the income and expenditure review at the same time.

The reserves have increased by £108,410 at the end of financial year 2017/2018 compared to the previous financial year. The Chairman explained that the £43,349 was a direct result from the underspends that year such as Estates and Operations did not spend their allocated amount on the Community Hub; Finance & Policy were underspent on salaries due to no Town Clerk for 6 months and the Fen Lane maintenance work not being carried out in that time frame; and the Town Council budget being underspent on Councillors training. A full detailed review Committee by Committee was carried out at the last Finance & Policy meeting.

The remainder of the balance of the £108,410 was s106 monies (£27,850) and 5% of the Gelders contract retention fee.

The Chairman summarised in saying that although this seems somewhat high it was all accounted for and that the majority of the project funding is work that is to be undertaken this financial year such as Fen Lane refurbishment which is imminent.

The Committee agreed that given that some of the elements of the Fen Lane refurbishment was starting in July to transfer £15,000 out of reserves for this work.

**AGREED**

**Proposed by Cllr J Charters, seconded by Cllr N Dillon**  
to make £15,000 from reserves available to fund the refurbishment of Fen Lane.  
**Unanimous**

The Chairman continued and informed the Committee that there is a list of items that legally require to be agreed prior to the Annual Governance and Accountability Return (AGAR) for the financial year 2017/2018 submission to the External Auditors.

Namely:

- the internal examiners report – presented and accepted by the Committee at the previous meeting on 17<sup>th</sup> May as a true record;
- the Balance Sheet for the year ended 31<sup>st</sup> March 2018;
- to approve the Annual Governance Statement (Section 1);
- to approve the Accounting Statements (Section 2 of the AGAR).

**AGREED**

**Proposed by Cllr J Charters, seconded by Cllr P Roe**  
to approve the Annual Governance Statement for 2017/2018 accounts.  
**Unanimous**

The Committee noted the income and expenditure report 2018/2019.

*Councillor P Roe left the meeting at 19:35*

Finance & Policy Committee – 21<sup>st</sup> June 2018  
Signed \_\_\_\_\_

## **7. UPDATE AND RATIFICATION FROM BUSINESS SUB COMMITTEE MEETING**

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

## **8. UPDATE AND RATIFICATION FROM PERSONNEL SUB COMMITTEE MEETING**

The Chairman highlighted the points from the Personnel Sub Committee meeting:

- The Town Clerk had passed her 6-month probationary period;
- The Committee had awarded pay increases to a number of service staff;
- The Committee had agreed to change Personnel and Health & Safety consultants;
- Town Clerk working arrangements – as of September the Town Clerk was changing her working hours to Monday to Friday 08:00 to 15:00.

## **9. LIST OF OUTSTANDING POLICIES**

The Committee noted the list of policies.

## **10. ESTATES AND OPERATIONS – FEN LANE WORK**

The Chairman informed the Committee that the decision to accept a quote for the health and safety work required to the showers at Fen Lane had been made by the Estates and Operations Committee. This work was budgeted within the previous financial year and have attributed to the increase in reserves. The Estates and Operations Committee were requesting that this funding be released from reserves (£6,274) in order for the works to be carried out.

**AGREED** **Proposed by Cllr J Charters, seconded by Cllr N Dillon**  
to transfer funding from reserves to cover this expenditure.  
**Unanimous**

**The meeting closed at 20.45**

## **ACTIONS**

<b>Action</b>	<b>By whom</b>	<b>By When</b>	<b>Completed</b>
To review Nationwide accounts and options to open another bank account.	Town Clerk	Next F&P meeting	Outstanding
To review Standing Orders.	Town Clerk	First quarter new financial year	Outstanding
To circulate a list of training opportunities to all Councillors.	Town Clerk	ASAP	Completed
To review the list of policies to ensure that all HR existing policies are included.	Town Clerk	Next F&P meeting	On agenda

