

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING WEDNESDAY 30th JANUARY 2019 AT 6pm AT 25(a) LOAD STREET

PRESENT

Councillor J Byng, Committee Chairman
Councillor A Coleman
Councillor R Coleman
Councillor L Davies
Councillor P Harrison

Councillor D Killingworth, Committee vice-Chairman

In attendance: Two non-committee members of the Town Council

David Moore, Treasurer Sharon Hudson, Town Clerk

Gill Lungley, Temporary Office Manager

f&gp/053 Chairman's Welcome

The Chairman welcomed all to the committee meeting, including the new Town Clerk who starting in a part-time capacity.

f&gp/054 Apologies

Apologies for absence had been received from committee members Cllrs J Beeson, and G Yarranton.

f&gp/055 Declarations of Interest

Cllr J Byng declared a Disclosable Pecuniary Interest as the spouse of a member of staff for which a standing dispensation has been granted when there is discussion on general staffing matters.

f&gp/056 Councillor Dispensations

There were no requests for dispensations.

f&gp/057 Public Question Time

There were no questions.

f&gp/058 Minutes

The Minutes of the Finance and General Purposes Committee meeting held on the 17th December 2018 were approved and will signed by the Chairman.

f&gp/059 To receive an update from the Treasurer on the Council's current financial position.

The cash position was stated:

Current account £55,000; £9,700 is to be reclaimed in VAT; £30,345 Scottish Widows; £30,000 Cambridge Building Society.

A list of payments totalling £13,433 was presented.

Concern was expressed regarding the interest rates on the deposit accounts and whether there were any better rates.

f&gp/060 To review and agree budget for 2019/20 and recommend any changes to the Town Council meeting on 04/02/2019

A review of the Town Council's staffing structure had yet to take place however the pension contributions had not been included in the previous budgeting exercise and members agreed to increase the budget by £5,000. This would not impact on the precept which has already been agreed by the Town Council

AGREED

To recommend the Town Council increases the proposed budget for 2019/20 by £5,000.

f&gp/061 To set up a working party to action the Internal Auditor's recommendations:

Members were aware of the recommendations which the Town Clerk undertook to complete and offered to contribute any supporting information.

AGREED

The Town Clerk would action the following recommendations by the Internal Auditor:

- Review of the Town Council's internal controls include all contractual arrangements
- Review of Financial Regulations and Standing Orders
- Review of risk management and risk monitoring arrangements
- Arrange for effective checks on payroll
- Ensure the setting up of appropriate office management systems
- Review of special events held in 2018.

f&gp/062 To approve the purchase of the following items:

- a) an additional computer to replace the less able computer and enhance the office administration capacity;
- b) 2no parish (green) grit bins for Coniston Way (Blossom Hill);
- c) Accounting software;
- d) (to agree 2nd half payment to Enfusion for completion of SEA)

AGREED

- a) The purchase of an additional computer;
- b) The purchase of 2no parish grit bins for Coniston Way/Blossom Hill and ongoing responsibility to fill up and to follow up with WCC Highways as to criteria for placing of such bins:
- c) The Town Clerk will take on the role of Responsible Financial Officer and use the same software used by the current Treasurer, the annual cost of which will be IRO £288:
- d) Members requested sight of the contract with Enfusion.

To approve renewal of the annual insurance contract (year 3 of 3-year contract)The insurance premium is due for payment at the end of February. Cllrs J Byng and D Killingworth would review in detail with the Town Clerk before submitting payment.

f&gp/064 To be updated on grants requests received to date.

The list of grant requests would be updated for the next meeting of this committee, but so far include – Wyre Hill Play area, Petanque group, Youth Café, Bike Week, Passion Programme.

With regard to the Wyre Hill Play area, a group of local residents is raising funds to support the installation of new play equipment. Members did not think it appropriate for the Town Council to provide a grant that would be used to pay for its own equipment.

f&gp/065 To consider the funding request to progress the Neighbourhood Plan

A further £2,500 has been requested to progress the Neighbourhood Plan as well as the £1,800 owing to Enfusion for preparation of the draft Strategic Environment Assessment. It is doubtful that this amount would be enough to complete the Plan but there is a strong possibility of funding from other sources. The Town Council is due to appoint a new leader for the Steering Group which will then be in a better position to advise on funding requirements.

f&gp/066 To be updated on the earmarked fund for Wyre Hill Play area and fundraising activities

As referred to above, a group of residents is raising funds for improved play equipment and so far claim to have raised £1,592.72 with another £400 to be added from Cllr A Coleman's district councillor fund and £1,800 from Becky Vale's county councillor divisional fund.

f&gp/067 To be updated on plans for taking on the lease for the paddling pool at Riverside North Park

Following a request from the Friends of Riverside North Park, the Town Council had agreed at their meeting on 07/01/2019 to take on the lease for the paddling pool for a three-year period despite not having had sight of the lease terms, undertaken a survey of the structure or making any provision for any related expenditure in the budget. Members had been assured the Friends would provide funding for the first year such that the costs of maintenance for 2019 are covered. Coun Becky Vale had pledged £2,000 from her county councillor fund plus another £2,000 from the WFDC Localism fund.

f&gp/068 To identify all earmarked reserves

The Treasurer provided a list of the earmarked reserves, attached.

f&gp/069

In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2) there was a resolution to exclude the public and the press from the meeting to allow for discussion of confidential matters relating to staffing arrangements, the publication of which would be prejudicial to the public interest.

The members of the public and the Town Clerk left the meeting.

f&gp/070 To consider and review the Town Council's pension arrangements

The Pensions Regulator had written regarding the imminent third-year anniversary of auto-enrolment and the obligations required of employers. Members discussed the likely financial impact and the staffing arrangements going forward.

t&gp/071	Date of next	: meeting:	Wednesday	20 ^m	February	/ 2019)
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These minutes are signed as a true and accurate record:	
Chairman, Finance and General Purposes Committee	Date