

Ongar

Town Council



Aimi Middlehurst
Town Clerk

TO MEMBERS OF THE FINANCE COMMITTEE

22nd October 2015

You are hereby summoned to a meeting of the **FINANCE COMMITTEE** to be held in the **COUNCIL CHAMBER, BANSONS, BANSONS WAY, ONGAR** on **THURSDAY 29th OCTOBER 2015** commencing at **8pm** for the transaction of business as set out below. Members of the public and press are invited to attend.

Town Clerk

AGENDA

28/15 To vote a new Chairman noting the resignation of Cllr P Bolden as Committee Chairman

29/15 Apologies for absence

30/15 Declaration of Disclosable Pecuniary Interests (DPIs), Other Pecuniary Interest and Non Pecuniary Interests under the Council's adopted Code of Conduct.

Members of the Council are subject to paragraphs 6 (DPIs), 7 (Other Pecuniary Interests) and 8 (Non Pecuniary interests) of that Code. Members are also subject to paragraphs 9-11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest.

Members are reminded that if there has been any change to their entries in the Register of Interests, they should complete a new form notifying the change within 28 days of becoming aware of any new disclosable pecuniary or non-pecuniary interest. The form should be returned to the Town Clerk for forwarding to the Monitoring Officer at Epping Forest District Council.

31/15 Public participation session with respect to items on the agenda previously notified to the Clerk.

- To receive any representations from members of the public. The maximum time for this item is 15 minutes.

32/15 To agree the minutes of the meeting held on 27th August 2015

33/15 Clerk's Report

34/15 Finance Reporting

- To note the bank reconciliations for July and September
- To note the payments over £100 for June, July, August and September

35/15 Mini Bus

- To receive the budget as at 30th September 2014
- To consider amending the hire agreement to confirm users need to be aware of any toll charges that may occur.

Suggested draft wording: Users will need to pay the charges when using the Dartford Crossings. Failure to do so will incur a Penalty Charge Notice which will be forwarded to the driver of the vehicle. To purchase a one off payment visit www.gov.uk/pay-dartford-crossing-charge

36/15 Internal Audit Report

- To note the interim report dated 11th September 2015
- To consider appointing a replacement Internal Auditor

37/15 Scout Hut Land Lease

- To consider the further request from 3rd Ongar Scout Group regarding extending the term of the lease

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An extract from the Finance Committee Meeting on 30th April is below:-

86/14 Scout Hut Lease

*The advice from the Town Council's solicitor following the request from the Scouts to increase the term of the lease to 75 years was considered by the Committee. Cllr Surtees proposed and Cllr Kaye seconded that on advice from the Council's solicitor the Council do not extend the lease beyond 23 years. **AGREED.***

38/15 Chapel

- To receive a report from Cllr Reynolds regarding the condition of the Chapel building

39/15 Recommendation from Human Resources committee

- To consider the recommendation from the Human Resources committee to set a training budget of £2,500 for 2016/17

40/15 Banns Lettings

- To consider letting arrangements for Ongar Town Forum

41/15 Recommendations from Open Spaces committee

Castle St Allotments

- To recommend to Finance committee that the Clerk and Chairman be authorised to sign the "Form of Notice that Sections 24 to 28 of the Landlord and Tenant Act 1954 are not to apply to a Business Tenancy"

Greensted Road Play Area

- To recommend to Finance committee that the Clerk and Chairman be authorised to sign the "Form of Notice that Sections 24 to 28 of the Landlord and Tenant Act 1954 are not to apply to a Business Tenancy"

42/15 2016/17 Budget

- To receive the recommended budgets for 2016/17 from Open Spaces, Planning & Environment, Public Relations committee
- To consider the Council's draft 2016/17 budget

The following items were submitted for inclusion by Councillor J Reynolds:-

43/15 General Reserves

- To note the level of reserves at 31st March 2015 and to which accounts they were distributed
- To note the level of reserves at 30th September 2015 and to which accounts they are distributed
- To note the NALC recommended level of general reserves ref Practitioner's Guide page 20 Item 2.26

44/15 Financial Regulations

- To note Ongar Town Council's Financial Regulations (2014) Items 3.8 and 3.9

45/15 To consider a risk assessment policy to set the general reserves level for 2016/17 and recommend to Full Council

46/15 To consider the reserve level for 2016/17 to be at a fixed level and invested equally between the deposit and current accounts and recommend to Full Council

47/15 To consider the potential shortfall of reserves at 31st March 2016 and any necessary action.

An informal fifteen minute 'Open Forum' session to be held after the closure of the meeting where matters of interest or concern could be discussed by members and the public present.

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