

**MINUTES OF THE FINANCE COMMITTEE MEETING HELD IN BANSONS ON
THURSDAY 25th JUNE 2015 AT 8.30pm**

Present: J Bicknell* P Bolden J Browning
J Devonald* C Feetham N Fletcher*
A. Kaye J. Reynolds D. Roberts
J. Rushton A. Wingfield*

*Non committee members

Officers: A. Middlehurst (Town Clerk)

Other: One member of the public

ACTION

01/15 Resignation of Cllr A Kaye as Chairman of the Committee

Cllr A Kaye opened the meeting and advised that he was honoured to be nominated as Chairman of the Committee but due to health and commitment reasons, he wished to step down but remain on the Committee.

02/15 Election a of new Chairman

The Clerk reported that Cllr S Jackman had offered to stand as Chairman of the Committee as she had experience of Council matters and would be willing to stand for a year.

Cllr D Roberts proposed Cllr S Jackman as Chairman. Seconded Cllr J Rushton.

Cllr C Feetham proposed Cllr P Bolden as Chairman. Seconded Cllr J Reynolds.

Vote: Three votes in favour of Cllr S Jackman. Four votes in favour of Cllr P Bolden.
Cllr P Bolden elected Chairman.

03/15 Apologies for absence

Apologies were received from Cllr Jackman due to holiday.

04/15 Declarations of personal and or prejudicial interest

Cllr J Reynolds declared a pecuniary interest in agenda item 13/15 allotment rents being a tenant at Castle Street allotment site.

05/15 Public participation session with respect to items on the agenda

None received.

06/15 To agree the minutes of the meeting held on 30th April 2015

Following a typographical error on page three, the minutes of the meeting held on 30th April were agreed as a true record and would be signed by the Chairman once amended.

07/15 Clerk's Report

There were no items reported by the Clerk.

08/15 Terms of Reference

The Terms of Reference were unanimously **AGREED** and would be recommended to Full Council.

09/15 Financial Reporting

The bank reconciliation to 31st May 2015 was noted.

Financial payments over £100 for April and May 2015 were noted. Cllr Browning requested that items over £1.00 be reported to the Committee. Cllr D Roberts advised that this would be an additional administrative burden and unnecessary as two councillors sign off payments. Following discussion, the Committee did not require this to be included on the next agenda and the current £100 limit be maintained.

10/15 Bank Signatories

The Clerk advised that a maximum of five signatories could be added to the Unity Trust mandate. The Council insists on two signatories for all payments. Cllrs Bolden, Browning, Jackman, Roberts and Reynolds were **AGREED** as signatories.

11/15 Council Investments

The Clerk reported that the monies invested were from a S106 Agreement following the building of The Gables for the improvement of the Shelley Park play area only and, therefore, instant access was not necessary.

The Nationwide One Year Fixed Rate account had matured earning £450 interest on the £37,500 invested. The CCLA Property Fund had earned £1,527.84 less the charges of £171.83 in a similar period. Councillors were reminded that this fund was suited to a minimum of a five year investment.

Cllr D Roberts proposed that £10,000 be removed from the Nationwide and be added to the CCLA Property Fund. The remaining £27,500 be reinvested with the Nationwide One Year Fixed Rate account. £450 interest to be transferred to general reserves. Seconded Cllr J Browning. **AGREED**.

12/15 VAT

The Committee noted the requirement to register with HMRC to charge VAT on taxable supplies.

13/15 Recommendations from the Open Spaces Committee

Allotment Fees

Cllr A Wingfield explained the proposal from the Open Spaces Committee.

Cllr J Reynolds was reminded by the Clerk that he had declared a pecuniary interest in this item as an allotment holder and should not take part in the discussion.

Cllr D Roberts proposed that the Committee accept the recommendation of a rise of 2% from 1st November 2016 as unanimously agreed by the Open Spaces Committee and make recommendation to Full Council. Seconded Cllr A Kaye. **AGREED**.

Cemetery Fees

Cllr C Feetham proposed that the Committee accept the recommendation to raising the fees for cemetery services as unanimously agreed by the Open Spaces Committee and make recommendation to Full Council. Seconded Cllr D Roberts. **AGREED.**

14/15 Cemetery Chapel

The existing property inspection dated January 2015 was noted.

Following discussion, Cllr D Roberts proposed that Cllr J Reynolds review the building and report back to a future meeting. Seconded Cllr J Browning. **AGREED.**

15/15 Recommendation from the Human Resources Committee

Training

The Clerk reported the budget for 2015/16 was £2,500.

Expenditure to date:–

Councillor training for all 15 members held on 18th May 2015 at a cost of £250.00

Chairman's training £480 (Cllrs Browning & Reynolds as Chair & Vice Chair)

CiLCA training for the Clerk and Deputy Clerk (to include new legislation) £310.00

CiLCA submission fee for Clerk and Deputy Clerk approx. £200.00

First Aid training for Staff members £320.00 (£80.00 x 4)

Total £1,560.00

Budget remaining £940.00

Cllr Devonald requested that she attend an EALC Councillor Training Day at a cost of £70.00 which could be arranged by the office. **AGREED.**

The Clerk recommended that in line with the Quality Status Accreditation the majority of the Council should attend Finance Training which could be arranged by the EALC and held in house. **AGREED.**

Emergency Box at Jubilee Pavilion

The Clerk suggested that this box should not be provided from the Jubilee Park budget as this item was not for day to day use at the Pavilion but used in an emergency and should, therefore, come from a general administration budget. Councillors considered this advice.

Cllr J Browning proposed that the box and contents be purchased as recommended by the Clerk and housed at the Pavilion. Seconded Cllr A Kaye. **AGREED.**

The meeting closed at 9.15pm.

Signed

Chair

Date