

**MINUTES OF THE FINANCE COMMITTEE MEETING HELD IN BANSONS ON
THURSDAY 29th OCTOBER 2015 AT 8.00pm**

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

*Non committee members

Officers: A Middlehurst (Town Clerk) E Gough (Admin Assistant)

Also present: J. Farr (Deputy Clerk, A. Laws (Assistant)

Other: One member of the press
Two members of the public

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

Action

It was **PROPOSED** by Cllr Bolden and seconded by Cllr Reynolds to elect
Cllr Feetham as Chairman of the Finance Committee.
Unanimous voting received.

29/15 Apologies for absence

No apologies were received.

30/15 Declarations of personal and or prejudicial interest

None received.

31/15 Public participation session with respect to items on the agenda

None received.

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

The minutes of the meeting held on 27th August 2015 were not signed by the Chairman
pending amendment.

33/15 Clerk's Report

Bank Signatories

The new bank signatories had been processed for all accounts. Cllrs Bolden, Browning,
Jackman, Reynolds and Roberts were now able to authorise payments.

Council Investments

£10,000 from the S106 Agreement following the building of The Gables for the
improvement of the Shelley Park play area had been invested within the CCLA Property
Fund as agreed at the June Finance Committee meeting.

Value Added Tax (VAT)

Registration with HMRC had been completed and the necessary adjustments had been
made.

34/15 Financial Reporting

- The bank reconciliations for July, August and September were noted.
- The payments over £100 for June, July, August and September were noted.

35/15 Mini Bus

The budget as at 30th September 2014 was received and noted.

It was **PROPOSED** by Cllr Roberts and seconded by Cllr Browning to amend the hire agreement to confirm users need to be aware of any toll charges that may occur – i.e. 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
Unanimous voting received.

36/15 Internal Audit Report

- The interim report dated 11th September 2015 was noted and it was **PROPOSED** by Cllr Roberts and seconded by Cllr Browning to congratulate the Clerk on an excellent report.
Unanimous voting received.
- In light of the fact that the Council's current internal auditor was due to retire at the end of 2015, the Clerk reported that after investigation a suggested replacement had been sought. It was **PROPOSED** by Cllr Browning and seconded by Cllr Roberts to deploy the suggested company at the beginning of December 2015.
Unanimous voting received.

The Clerk reported that the change of auditor meant that it was likely the budget allocation for auditing would be exceeded in the current financial year.

37/15 Scout Hut Land Lease

After discussion on the length of the lease term it was **PROPOSED** by Cllr Roberts and seconded by Cllr Browning to defer this item until the next Finance committee meeting awaiting further advice from the solicitor.
Unanimous voting received.

38/15 Chapel

A report from Cllr Reynolds regarding the condition of the Chapel building was received. It was **PROPOSED** by Cllr Browning and seconded by Cllr Roberts to obtain three quotes to carry out emergency works.
Unanimous voting received.

39/15 Recommendation from Human Resources committee

It was **PROPOSED** by Cllr Jackman and seconded by Cllr Browning to set a training budget of £2,500 for 2016/17.
Unanimous voting received.

40/15 Bansons Lettings

It was **PROPOSED** by Cllr Jackman and seconded by Cllr Kaye to continue with the current letting arrangements for Bansons.
Unanimous voting received.

41/15 Recommendations from Open Spaces committee

It was **PROPOSED** by Cllr Roberts and seconded by Cllr Kaye to authorise the Clerk and Chairman 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" for both Castle Street Allotments and Greensted Road Play Area.

Unanimous voting received.

42/15 2016/17 Budget

- The recommended budgets for 2016/17 from Open Spaces, Planning & Environment and Public Relations committees were received and noted.
- The Council's draft 2016/17 budget was noted.
- It was reported that the level of LCTS grant would not be known until at least December.

The following items were submitted for inclusion by Cllr 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

The above items, 43/15, 44/15, 46/15 and 47/15 were deferred to allow the Clerk to liaise with Cllr Reynolds and clarify his requests.

The meeting closed at 9.16pm.

OPEN FORUM

No items

Signed

Chair

Date