



**MINUTES OF THE**  
**FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**  
**WEDNESDAY 30<sup>th</sup> 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 17<sup>th</sup> 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 2<sup>nd</sup> 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.

**f&gp/063 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.

