

## FINANCE & POLICY COMMITTEE

Minutes of the meeting of the Finance & Policy Committee held on Monday 25<sup>th</sup> April 2016 at 6.30pm at Grosvenor House, Grosvenor Road, Whittlesey, PE7 1AQ

**Present:** Cllr Dorling, Butcher, Boden, Mason, Miscandlon, Mason, Wicks

Officer in Attendance: Mrs Sue Evans – Town Clerk

Recording: DS2500. DS

### **FP24/16 - To receive apologies from absent Members.**

No apologies were received from Cllr Bristow

### **FP25/16.- Declaration of Members Pecuniary Interests, on items to be discussed later in the agenda and the Council to decide which items are to be discussed as confidential under agenda item number FP31/16**

There were no declarations

### **FP26/16 – Public Forum.**

### **FP27/16 - To confirm and sign the Minutes from the last meeting of the Finance & Policy on 21<sup>st</sup> March 2016.**

### **FP28/16 Agenda Items for Discussion**

#### **Policy working group update**

Cllr Boden advised that the Financial Regulations have now been adopted by the Full Council, the Clerk was asked about the next policies for consideration and she suggested that the FOI policy and the smoking policy. The Clerk to send it out to Cllr Boden and Dorling.

#### **Minutes**

Cllr Boden asked members to review the document that had been circulated regarding amendments for proposals on the minutes.

Members agreed to recommend the proposals to Full Council, these are detailed below.

#### **PROPOSAL 1**

(a) Draft minutes of Council shall be ratified at the next Meeting of Council, and draft minutes of any Committee shall be ratified at the next Meeting of that Committee, subject to any corrections which are agreed. Any corrections shall be amended in the draft minutes before they are published as final minutes, and such corrections shall be recorded in the minutes of the Meeting where the correction is agreed. The approved minutes shall be posted on the Council's website.

(b) Minutes of all Committees shall be reported to the next available Meeting of Full Council after the draft minutes have been produced. Where the Committee has not yet approved the minutes, the draft minutes shall be reported to Full Council. Only if the Committee has approved the minutes of its Meeting before the next available Meeting of Full Council shall the approved minutes of the Committee Meeting be reported to Full Council rather than the draft minutes.

(c) The necessary transitional arrangements will need to be put in place when implementing this proposal to ensure that a set of minutes (whether draft or approved) is reported to Full Council for every Committee Meeting.

## **PROPOSAL 2**

Minutes shall be a brief summary of decisions made and (where no resolution is to be voted upon) of reports given by a guest speaker or named Councillor, except where required otherwise by Standing Orders or specifically by that Meeting. Comments from members of the public in that part of the Meeting reserved for public comment shall be reported briefly, giving the name of the member of the public making the comment. Where a specific complaint or request is made by a member of the public in that part of the Meeting reserved for public comment, the minutes shall record the specific details of all relevant points within the complaint or request. Councillors' speeches shall not usually be reported in the minutes. Where a Councillor makes a specific request that a comment be included in the minutes. Councillors shall have the right, on specific request, to have their personal abstention on or vote in favour of or against any motion noted in the minutes.

## **PROPOSAL 3**

In producing the draft minutes of Meetings of the Council or of its Committees, the Clerk shall only use the tape recordings of the Meetings as a point of reference if necessary.

## **Five Year Plan**

### **Neighbourhood Plan**

Cllr Dorling advised members he wished to concentrate on the current position of the Neighbourhood Plan. Cllr Dorling suggested inviting someone from the Neighbourhood Plan team to the F & P meeting to update members on the current position of the plan.

This would enable the F & P to forward plan the financing of the Neighbourhood Plan and be more aware of the timetable of stages that are needed to achieve the end result.

Members discussed that the plan may need pushing forward from the F & P committee as it is a long process and did not feel it unreasonable to request from the working party the current position and what costs will be involved.

Cllr Dorling to write to Cllr Mrs Laws and Bristow and ask they either attend an F & P meeting or give a written report give some indication as to what will be needed and when.

### **Property Working Party.**

Cllr Butcher is hoping to be able to work with the PCC on any potential properties that may suitable for WTC. The Clerk to contact FDC regarding the EPC that should be in place on Grosvenor house and request why this wasn't checked when WTC moved into the building.

### **Procedure for regular and online payments**

The Chairman showed members the form that has been produced that will be attached to all payments and shows how clear the authorisation process is.

### **Format for reporting budget process**

Cllr Dorling and the Clerk have agreed to discuss this further outside of the meeting.



### Property working group update

This item has been dealt with under Property Working Party.

### Website Update

Cllr Wicks advised there was no further update to be given.

### Payment list for approval

Cllr Boden advised this should read 'Approved Payment List' and not 'Payment list for approval'.

### Asset Register

Cllr Wicks advised that there was no further update on this, he and the Clerk will meet to discuss this and finalise the asset register.

### Audit of all furniture in Grosvenor House

The Clerk has checked with FDC who have confirmed that the furniture at Grosvenor House is fit for purpose.

### Update on Office let.

The Clerk advised that until the situation with the EPC is resolved she is unable to move forward with renting out the offices.

### FP29/16 - Donation Requests.

Donations are dealt with at the following meetings February, April, July & November

SHS Community College – Gardening - Members agreed to defer this application as members agreed that it may be better to give the donation to 'Whittlesey in Bloom', they could then monitor the progress of this. Cllr Mason to discuss with Cllr Mrs Mayor from Anglia in Bloom.

SHS Summer Prom Table request - £250.00. This was proposed by Cllr Wicks and seconded by Cllr Mason, with a unanimous vote in favour.

### FP30/16. – Date of Next Meeting – Monday 23<sup>rd</sup> May 2016.

Cllr Wicks requested his apologies are noted as he will be on holiday.

### FP31/16. Exclusion of the Public, including the Press.

Resolved that in respect of the following item of business, the public, including the press, will be excluded from the meeting, because of the confidential nature of the business to be discussed, publication of which would be prejudicial to the public interest.

Meeting Closed 19:53



.....  
Cllr Dorling  
Chairman  
Finance & Policy Committee