

# Whittlesey Town Council

## Finance & Policy Committee

**Minutes of the Finance & Policy Committee held on Monday 18<sup>th</sup> September 2017  
6.00pm at Grosvenor House, Grosvenor Road, Whittlesey**

**Present:** Cllr Dorling, Mason, Wicks, Miscandlon, Mrs Jolley

**Officer in Attendance:** Mrs Sue Piergianni Town Clerk & RFO

**Recording:** DS250 .DS2

**FP73/17 - To receive apologies from absent Members.**

Cllr Bristow (illness), Cllr Butcher (Illness)

**FP74/17.- 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 FP82/27**

There were no declarations

**FP75/17 – Public Forum.**

There were no members of the public present.

**FP76/17 - To confirm and sign the Minutes from the last meeting of the Finance & Policy on 17<sup>th</sup> July 2017**

Ratified: The minutes were approved.

**FP77/17 Agenda Items for Discussion (Timed)**

**Grant Application Policy**

This item had been presented to Full Council for adoption, but members requested additional items be added and have deferred to Finance & Policy.

Members agreed insert Number 12 asking for evidence of spend 'where possible' within the criteria of the grant' this will have a tick box to ensure the applicant has read this part of the grant form and realises they have an obligation.

Insert Number 17 on the terms and conditions of the grant which will advise what information is required. E.g. Receipts, photographic evidence, or reasoning for the spend.

**Reserves Policy**

The Chairman and the Clerk to work on this and present again to F & P for consideration at the next meeting.

**Premises update**

Cllr Miscandlon advised that he will chase the drawings from Brand Associates as the council cannot move forward with their plans until these have been received.

The Clerk advised that bills had been received for electricity at the Police Station, she has duly read the meters and submitted correct readings, however she advised that the standing charge and unit rates are more than what is paid on Grosvenor House, Members agreed for the Clerk to move the tariffs and will pursue best value for money. The Clerk has advised she may not be able to secure the same rates as Grosvenor House.

Members also agreed the electricity usage seems high, especially since the building is empty. Members agreed to investigate the current consumption via the Property Working Group, the monitoring will take place once the Clerk submits new figures to the supplier.

### **Update from CAB on figures**

The Clerk advised members that an email had been received from the CAB who confirmed they had made an error in the addition of their figures, this has now been rectified.

### **Music Events**

Cllr Wicks asked if there should be an additional policy to cover the Music Events, members confirmed that the Clerk is in the process of producing a 'Services Engagement' and 'Checklist' for use at all future music events, this was agreed at the Community Projects Meeting.

### **FP78/17. Financials.**

- Bank Reconciliation
- Year to date Figures
- Payment List for approval
- Uncashed Payments

The Chairman advised that as members had received the above documents at Full Council, they had not been updated for the meeting tonight, however the Clerk will send an updated set of figures to members in the next couple of weeks.

### **FP79/17 - Donation Requests.**

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

Members proposed to withdraw the quarterly donations, and agreed that donations will be dealt at the nearest meeting. This was proposed by Cllr Miscandlon, seconded by Cllr Mrs Jolley with a unanimous vote in favour.

#### **Royal British Legion**

Members were advised that in previous years the RBL have just been given the funds, Members agreed to allow this process to carry on for this year, but in future the RBL would be required to complete the forms. Cllr Mrs Jolley proposed £1000, this was seconded by Cllr Miscandlon with a unanimous vote in favour.

#### **Whittlesey Christmas Lights**

Members received the application and requested that the Clerk obtain more information as to what the funds will be spent on, whether it be an actual quotation for lights, or more specific information.

#### **Whittlesey In Bloom**

Members discussed the donation request and agreed a £500.00 donation, this was proposed by Cllr Mason, seconded Cllr Wicks with a unanimous vote in favour.

**FP80/17 – Information**

- Letter of thanks from the Mud Walls Group.
- Letter of thanks from Whittlesey Festival Committee

**FP81/17 – Date of Next Meeting – Monday 16<sup>th</sup> October 2017**

**FP82/17. 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 at 7.07

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**Cílr Dorling**  
**Chairman**  
**Finance & Policy Committee**