

FINANCE & POLICY COMMITTEE

Minutes of the meeting of the Finance & Policy Committee held on Monday 21st March 2016 at 6.30pm at Grosvenor House, Grosvenor Road, Whittlesey, PE7 1AQ

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

Officer in attendance: Mrs Sue Evans – Town Clerk & RFO

Recording: DS2500. .DS2

FP17/16 - To receive apologies from absent Members.

Cllr Bristow (Governors meeting), no apologies were received from Cllr Mrs Mayor.

FP18/16.- 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 FP22/16.

There were no interests declared.

FP19/16 – Public Forum.

There were no members of the public present.

FP20/16 - To confirm and sign the Minutes from the last meeting of the Finance & Policy on 22nd February 2016.

Ratified: The Minutes were approved

FP21/16 Agenda Items for Discussion

Policy working group update

Cllr Boden presented members with the small substantive changes, some drafting amendments and the substantial changes to the financial regulations (specifically section 5). Cllr Boden advised that following discussions with members some had voiced opinions that they were not happy that not all payments came to Full Council for approval, Cllr Boden has duly produced two variations of this section to allow a vote to decide which option is used. (documents attached). These amendments were proposed by Cllr Boden, seconded Cllr Mason with a unanimous vote in favour, this will go before Full Council in April. In Short the proposal is that any payments can be approved by Finance & Policy but must be noted in the Full Council Minutes.

Reserves Strategy Policy Document.

Cllr Boden suggested a number of amendments that could be made to improve the Reserves Strategy. These amendments to be approved at F & P then passed to Full Council for ratification. This was proposed by Cllr Boden and seconded by Cllr Wicks with a unanimous vote in favour. This will go before Full Council in April.

The Clerk was asked to look at the council policies and select the next policy to be looked at.

Handwritten initials/signature

Five year plan

Cllr Dorling presented some ideas for a five year plan, Cllr Boden felt that a few really high level projects, however the larger ones should be considered eg. The Neighbourhood Plan, Council premises, Promotion of business and IT update. Members agreed to discuss these further at the next meeting.

Property working group update.

Cllr Mason advised that there is no further update on this, members agreed to keep an open mind on whether the council either rents or purchases a building. Cllr Butcher will do some research on what buildings CCC own. This item to go to Full Council as a confidential item, this was proposed by Cllr Boden, seconded by Butcher with a unanimous vote in favour.

Website Update

Cllr Wicks advised that there had been an earlier meeting and the website will have a few changes made to it. There will be a new tab added 'Register of Interests', the Clerk will scan them and send for inclusion on the website.

Bank reconciliation

The Clerk presented members with the Bank Reconciliation as at 21st March 2016, members approved this item, but were still concerned that the election costs had not been received. Cllr Miscandlon advised members that an invoice will be presented in the near future. Cllr Boden asked that when the election invoice is received, it be sent to all F & P Members.

Year to date figures

Members approved the Year to date figures and viewed the Trial Balance that had been produced by the Clerk

Payment list for approval

The Clerk pointed members towards one of the payments that being the tenant's contribution towards the landlords buildings insurance, however since we moved into this building six years ago, WTC contributions have increased by 48%. Members were not happy but agreed that we are legally bound to pay this. The payment list was proposed by Cllr Boden, seconded by Cllr Wicks voted unanimously in favour. Cllr Boden thanked the Clerk for the new way of reporting the payments.

Asset Register

Cllr Wicks advised members that none of the furniture in the meeting room has a CE label on it so there is no way of knowing whether it complies with current legislation The Clerk advised that the furniture came from FDC. Cllr Boden asked 'What is the regulation concerning old furniture? And whether before a certain dates does it need to have the CE label on it.

Cllr Mason asked if all the assets had been checked against the insurance policy that WTC holds. Cllr Wicks advised he had not carried out any subsequent work.

Financial Regulation Amendments & Payment Changes

This was dealt with earlier in the meeting.

LHI – Burnthouse Road

Cllr Butcher advised that approximately twelve years ago when Red Barn was completed, S106 funding had been used to start the footpath. Over the past few years the LHI has been utilised to continue the footpath, we have had three successful applications. In the last round of LHI Burnthouse was submitted again in the hope that it would complete the pathway. CCC have allocated £11,000 in their budget but there is still a shortfall of £3500.00 to complete the pathway. Cllr Butcher has requested that WTC pay the additional cost to allow the footpath to be completed. This was proposed by Cllr Butcher seconded Cllr Boden with a unanimous vote in favour, members agreed to take this item to Full Council in April.

Update on Office let.

The Clerk advised members that a local agent recommended that both the first floor offices be marketed at £350.00 p.c.m. each. The agent has advised the Clerk that to market the properties the council needs to supply a commercial EPC. The Clerk will obtain prices report back to either F & P or if possible the Full Council in April as this project cannot move forward without the EPC.

FP21/16 - Donation Requests.

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

FP23/16. – Date of Next Meeting – Monday 25th April 2016.

FP22/16. 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.

There were no confidential items for discussion.

Meeting Closed: 19.50



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Cllr Eamonn Dorling
Chairman
Finance & Policy Committee