

FINANCE & POLICY COMMITTEE

Minutes of the meeting of the Finance & Policy Committee held on Monday 23rd May 2016 at 6.30pm at Grosvenor House, Grosvenor Road, Whittlesey, PE7 1AQ

Present: Cllr Dorling, Butcher, Mason, Mrs Jolley and Miscandlon

Officer in attendance: Mrs Sue Evans – Town Clerk

Recording: DS2500. 65.ds2

FP32/16 - To receive apologies from absent Members.

Cllr Bristow (prior engagement), Cllr Wicks (holiday)

FP33/16 – Election of the Chairman for the year 2016/17.

Cllr Butcher proposed that Cllr Dorling remain as Chairman for the forthcoming year this was seconded by Cllr Mrs Jolley with a unanimous vote in favour.

FP34/16 – Election of the Vice Chairman for the year 2016/17

Cllr Dorling proposed Cllr Butcher be elected as Vice Chairman for the forthcoming year, this was seconded by Cllr Mrs Jolley with a unanimous vote in favour.

FP35/16.- 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.

FP36/16 – Public Forum.

There were no members of the public present.

FP37/16 - To confirm and sign the Minutes from the last meeting of the Finance & Policy on 25th April 2016.

Ratified: The Minutes were approved, one item from these minutes was a donation request which will be dealt with further on in this agenda.

FP38/16 – Neighbourhood Plan – Cllr Mrs Dee Laws

Cllr Mrs Laws asked members to read the information that had been submitted via the Clerk, this gave a brief overview of the work involved in completing the Neighbourhood Plan, Cllr Mrs Laws advised that the council has passed stage one, and is moving forward gradually, but now needs to engage with specialists to continue the progression. Cllr Mrs Laws and Bristow had recently met with Mr David Rudlin 'of Urbed, Cllr Mrs Laws advised that the consultancy cost was based on three people for 24 days' work would be approximately £10 to £12K, this would be based on WTC applying for government funding of anywhere between 15 – 20K, the consultancy would be spread over the 18 months required to complete the project.

Cllr Mrs Laws wished to ascertain if the budget of £10K is available from the neighbourhood plan as previously agreed. Members agreed that this figure would be additional to the funding obtained

from the government. Cllr Mrs Laws advised the next stage would be for the sub-committee to meet and agree the way forward.

FP38/16 Agenda Items for Discussion (Timed)

- **Meeting times and dates**

It was suggested at the previous meeting that an alternative time / date be found and members were asked to submit their suggestions. No additional information was submitted to the Chairman, who duly asked for the existing dates and times to be considered by members. Cllr Dorling proposed the existing dates and time be retained, this was seconded by Cllr Butcher with a unanimous vote in favour.

- **Policy working group update.**

The Chairman advised that he and the Clerk were working on the IT Policy and Smoking Policy and would endeavour to have them ready for consideration at the next meeting.

- **Five Year Plan**

Cllr Dorling asked for this item to be deferred.

- **Property working group update**

Cllr Mason advised members he still felt the correct place for the council to meet should be the Town Hall and perhaps the Towns Clerks office could be in a separate building, but close by. Cllr Butcher and Mason to keep a watching brief on any property that becomes available in Whittlesey. Cllr Butcher is due to attend a MAC meeting and will enquire about any plans for any building located in Whittlesey. Cllr Mason is also looking at the Nat West Building and has spoken to the agents to ascertain if there are any proposals for this site.

- **Asset Register RW**

The Clerk advised that she and Cllr Wicks had finished the initial report and would be working to complete the document as soon as possible. Any update on this was deferred to the next F & P meeting as Cllr Wicks is on holiday.

- **Update on Office let.**

The Clerk confirmed the EPC had been completed on the building and she was waiting for the full report, she had already contacted the letting agents to confirm this asked that they actively market the property,

FP39/16. Financials.

- **Bank Reconciliation**

Members approved the bank reconciliation

- **Year to date Figures**

Members approved the year to date figures

- **Payment List for approval**

Members were presented with two lists, one showing vouchers 1 to 44 (which is attached, these were approved at Full Council on 11th May 2016, the additional vouchers 44 to 53 were approved by this meeting and are detailed below. Members noted that there were no figures present against the 2015 Election Costs, the Clerk advised that Cllr Boden was still investigating this with Anna Goodall at FDC and would report back once he had received the requested information.

Vouchers 44 to 53 were approved and detailed below.

Whittlesey Town Council 23 May 2016
PAYMENTS LIST

Voucher	Code	Date	Cheque No	Description	Total
44	Office Rent	23/05/2016	bacs	Refund to Osteopaths for May overpayment	300.00
45	Office Repairs	23/05/2016	100222	Fire Alarm maintenance	192.00
46	Staff National Insurance	23/05/2016	100221	Tax and NI	386.56
47	Sundry Admin	23/05/2016	100220	Water	15.76
48	Travel Expenses	23/05/2016	100217	Travel Expenses K Mayor	23.40
49	Sundry Admin	23/05/2016	100219	Refreshments for Mr Rudlin	13.60
50	Travel Expenses	23/05/2016	100218	Travel Expenses	124.40
51	S137 Donations	10/05/2016	100216	Union Flags	37.89
52	Utilities	23/05/2016	bacs	Office Water	80.32
53	Internal Audit	23/05/2016	bacs	Internal Auditor	275.00
					1,448.93

FP40/16 - Donation Requests.

Donations are dealt with at the following meetings February, April, July & November, except in other agreed meetings.

- **SHS Community College – Gardening.**

This item had been deferred from the last meeting, as members felt that the funds should be held by Whittlesey in Bloom, Cllr Mrs Mayor had been asked about this and advised that this was not a suitable proposal. Members discussed the application in detail, Cllr Butcher proposed £300.00, seconded by Cllr Mrs Jolley with a unanimous vote in favour.

- **CCC Summer Reading Challenge.**

Members discussed the request in detail, Cllr Butcher proposed £500.00, this was seconded by Cllr Mrs Jolley with a unanimous vote in favour.

Cllr Butcher left the meeting 7.30 to attend another meeting.

FP41/16 – Information

Donation thankyou letters were received from

- Sir Harry Smith (Prom donation)
- Whittlesey Festival
- New Road School

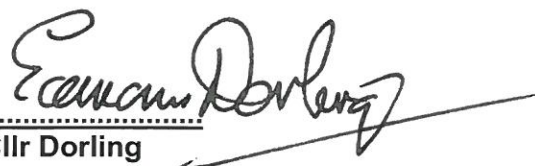
FP30/16. – Date of Next Meeting – Monday 27th June 2016

Cllr Mason has given his apologies.

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 7.32



Cllr Dorling
Chairman
Finance & Policy