

FINANCE & POLICY COMMITTEE

Minutes of the meeting of the Planning Committee held on Monday 23rd November 2015 at 6.30pm at Grosvenor House, Grosvenor Road, Whittlesey

Present: Cllr Dorling, Boden, Butcher, Mrs Mayor, Miscandlon, Wicks

FP81/15 - To receive apologies from absent Members.

Cllr Mason & Bristow (prior engagement)

Officer in Attendance: Mrs Sue Evans Town Clerk & RFO

Recording: DS2500.32.DS2

FP83/15.- 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 FP15/88.

There were no declarations.

FP84/15 – Public Forum

There were no members of the public present.

FP85/15 - To confirm and sign the Minutes from the last meeting of the Finance & Policy on 26th October 2015. (18.35)

Ratified: The Minutes were approved with the following amendments noted

FP72/15 – second bullet point the word ‘to’ should be changed to ‘could’.

FP86/15 Agenda Items for Discussion

- Policy working group update – Cllr Boden volunteered to start looking at the policies with the assistance of the Clerk.
- Set up Budget setting working group – The precept needs to be approved by Full Council at the 13th January meeting, Members discussed whether it was necessary to have a working party, Cllr Mrs Mayor advised that whilst she was Chairman she put the draft budget together then worked each item through with the Clerk. Members agreed that the Chairman would work with the Clerk to put a draft budget together and send out to members for their comments. The Clerk to email all Cllrs and ask for anything they would wish to be included in this year's budget.
- Property working group update – The Chairman asked if WTC objectives had changed in any way with regards to this, members advised there was no change to the current brief, the Cllrs in the group are Cllr Mason, Butcher & Wicks and will continue to keep a watching brief.
- Website Update – Cllr Wicks advised that the contractor has been selected with the next meeting being Thursday 26th November 2015 which is to go through the Service Level Agreement and get it signed, the working group are also in consultation with the contractor about the initial layout, with a proposed commencement date of the 1st January
- TESCO grant applications update – The Clerk advised members that she had received approximately 16 completed applications and was waiting for several more to come in. The Clerk will put a spreadsheet together with all the applicants and a brief about the organisation and the amount of money they are requesting. The Clerk will also produce a score sheet and each member of the F & P group will then score each application. The Clerk and the Chairman to check all applications meet the selection criteria.

- Proposed dates and times for 2016 F&P meetings – Members discussed the dates and agreed that the meeting will be the 4th Monday of the month 6.30.
- Bank reconciliation – Cllr Boden suggested that the bank reconciliation is completed for the 15th and last day of the month. Cllr Boden advised that at the top of the uncashed payments list these there were 6 cheques drawn on Nat West showing uncashed, the Clerk advised that these had been paid, but she was waiting for a response from Scribe as they needed to be offset against Nat West which was the previous bank account. The Clerk will amend the figures when she has received the information.
- Cllr Boden suggested that there is a misunderstanding as to why the bank reconciliation is completed, it is not just to look at individual transactions, but is there to assure Cllrs that internal controls are in place and are working, Cllr Boden suggested that in future the bank reconciliation is completed twice monthly, the 15th of the month and the end of the month. This was agreed unanimously by all members. The Clerk advised that she will see how this works with her workload.
- Year to date figures – Members were happy with the year to date figures.
- Payments for approval – The Clerk advised members that at Full Council on the 11th November Cllr Mrs Laws expressed her disapproval that the payment list was not present for approval. The Clerk advised members that WTC Financial Regulations state that all payments can be approved by F & P and just reported to Full Council. Members approved the payment list.
- The Clerk asked members to consider for the future payment by BACS as the majority of our suppliers are requesting this method of payment, Cllr Wicks asked how easy is it to set up and the Clerk advised it was easy, Cllr Wicks suggested that we proceed with this, the Clerk has advised that the correct controls need to be put in place. Members agreed that this would be discussed further and that the Financial Regulations be the first policy that is reviewed.
- Members discussed the LHI heading as the invoice from CCC comes in over a year after the LHI has been agreed, the clerk advised that this heading used to say 'from reserves', it was agreed that the Chairman and the Clerk discuss this further and possible change the budget heading.

FP87/15 - Donation Requests.

Pursuant to the Minutes of 4th February 2013, donations will only be dealt with at the Meetings in April, July, October & January

- Members agreed to continue to just deal with the standard donation requests on a quarterly basis. The Donation requests will be sent out with the agenda for the F & P meeting.

FP88/15. 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 19:50

FP89/15. – Date of Next Meeting – 25th January 2016


Cllr Eamonn Dorling
Chairman