



*Meeting (No)* **Finance & General Purposes (2)**  
*Time & Date* **26 July 2016 at 6.00pm**  
*Place* **Neston Town Hall**  
*Document* **Minutes**

Present: Councillors Lloyd (Chair), Carter, Jilani, Marlow and Shipman and Miss Duncan (Governance and Operations Manager) and Mrs Mottershead (Finance Manager)

In attendance: Cllrs Chambers and Montgomery

## **PART 1: Items considered in the presence of the press and public**

### **20 Election of Vice Chairman**

**RESOLVED** to elect Cllr Jilani as Vice Chairman of the Finance & General Purposes Committee to serve until the first meeting of the Finance & General Purposes Committee in the new Council year.

### **21 Questions and comments from residents:** none.

### **22 Apologies for absence:** none.

### **23 Declarations of Interest:** none.

### **24 Minutes of the last meeting**

**RESOLVED** to approve minutes of the meeting held on 07.06.16. The Chair signed the minutes.

### **25 Council Manager's Report**

**Committee vacancy:** the Finance & General Purposes Committee vacancies will be considered at the next Council meeting in August.

**Assets:** following altered terms of reference, Finance & General Purposes Committee will be the custodian of the notice boards, Ladies Day forecourt signs and the pop-up stand. The assets will be considered at the Finance & General Purposes Committee meeting in September.

**ALTO card:** notification received from Unity Bank advising not to top up the card after 01/08/16 and payments will stop on 31/08/16. The Finance Manager currently investigating alternative options.

### **26 F&GP Budgets**

- a The Committee received the Finance & General Purposes Committee budget. The Finance Manager raised the IT budget as a potential concern, noting that, after deducting regular monthly payments, there will be only £1,450 remaining in the budget.
- b The Committee received the earmarked reserves report and asked that future finance reports indicate whether reserves are committed for existing or future projects.

### **27 Budget Planning**

The Committee noted that budget planning meetings will be held in August.

### **28 Finance**

- a **RESOLVED** to approve expenditure of £15,651.72.
- b The Committee noted the current account income of £1,340.00.
- c The Committee noted the Alto card expenditure of £723.73 net.

**Chairman's initials and date**

CLL 20/7/16

## 29 VAT

The Committee received a VAT update report and noted that methods of collecting VAT relating to markets are currently being investigated.

**RESOLVED** to approve the setting up of a direct debit instruction to HMRC VAT payments and provide delegated authority to the Council Manager and RFO to allow payments to be made to HMRC during the interim period as required.

## 30 Alto Card

**RESOLVED** to provide delegated authority to the Council Manager to make payment transfers from the current account and arrange for the closure of the Alto card account.

## 31 Mobile Phone - Orange

**RESOLVED** to approve the closure of the mobile phone contract.

## 32 Risk Assessments

**RESOLVED** to approve the risk assessments and action plans for the Finance & General Purposes Committee. The Chair signed the risk assessments.

## 33 Internal Audit Report

**RESOLVED** to approve recommendations from the Internal Auditor for the calculation of VAT from 26/2/16 and for the correct treatment of end of year creditors and debtors. The Committee requested that the auditor's recommendations be shared with RBS.

## 34 Strategic Objectives

The Committee agreed to defer this item until the next meeting.

## 35 Communication Strategy

The Committee received the report of the Communications Task and Finish Group and agreed to recommend to Council that the following objectives contained within the report be adopted for the Council's communication strategy:

- informing the public about
  - what the Council does;
  - who their Town Councillors are;
  - items to be discussed at Council meetings;
  - what decisions have been made by the Council;
  - the state of the Council's finances;
  - the council's priorities;
  - the council's achievements;
  - events sponsored by the Council;
  - how to contact the Council, its officers and members;
- relaying information relating to the town, its inhabitants and visitors originating with other public bodies, eg CWaC;
- publicising events or activities of third parties sponsored in full or in part by the Council;
- consulting on issues and draft policies before decision-making;
- receiving closed feedback on policies, actions and decisions.

Chairman's initials and date CAZ 20/9/16



### **36 Newsletter**

The Committee considered the recommendations of the Communications Strategy Task and Finish Group.

**RESOLVED** to invite tenders for the production of a single A3 size edition of Neston Matters to include copywriting, sub-editing, design, printing and distribution (sub-contracting where necessary) at a total cost not exceeding the limit of budget line 4310 (£3,600). Should such production be financially viable then a small editorial board under the chairmanship of the Council Manager be established to oversee the project in terms of content and review.

### **37 Payment of Invoice**

**RESOLVED** to provide delegated authority to the Council Manager to make payment of £570.00 upon receipt of the invoice to Trinity Mirror Publishing for the recent job advertisement.

### **38 Staging Equipment**

The Committee considered the Council Manager's report and agreed to recommend to Council that, in order to encourage the use of this important community asset, the Town Council should allow for the cost of transportation and installation (approximately £950+VAT) within any future grant applications received for community event. Where grants are awarded for community events, recipients should use Neston Town Council staging equipment with alternatives being at their own cost.

### **39 Other Items:** none.

### **40 Next Meeting:** confirmed as 20<sup>th</sup> September 2016.

### **41 Exclusion of the Press and Public**

**RESOLVED** to exclude public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

## **PART 2: Items considered in the absence of the press and public**

### **42 Office Telephones and Broadband improvements**

**RESOLVED** to approve a payment of up to £290+VAT to engage a telecoms engineer to confirm that the existing cabling and patch panels are in working order and sufficient to support an upgraded telephone system.

The Governance and Operations Manager agreed to provide at the next meeting alternative quotations for a new telephone system.

**The meeting closed at 7pm.**

Signed                                          Date                     20/9/16