



Meeting (No) **Finance & General Purposes (4)**
Time & Date **22 November at 6.00pm**
Place **Neston Town Hall**
Document **Minutes**

Present: Cllrs ^{Ward} Loch (Chair), Carter, Jilani (from agenda item 64), Loch, Marlow and Shipman and Miss Duncan (Governance & Operations Manager) and Mrs Mottershead (Finance Manager).

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

60 Questions and comments from residents: none.

61 Apologies for absence: none.

62 Declarations of Interest: none.

63 Minutes of the last meeting

The minutes of the meeting held on 20.09.16 were amended to note the absence of Cllr Jilani.

RESOLVED to approve the minutes of the meeting held on 20.09.16 as amended. The Chairman signed the minutes.

Cllr Jilani joined the meeting.

64 Governance and Operation Manager's Report

The Committee received the report and noted that installation of the new telephone system was in progress.

65 Strategic objectives

The Committee reviewed and updated its annual objectives.

66 F&GP Budget

- a The Committee considered the budget to 16.11.16, year end projection and accompanying notes. It was noted that the year end projection was based on information known to date and the proposed budget for 2017/18 included the savings as agreed at F&GP on 20.09.16. The Mayor advised that the Mayor's allowance for 2016/17 would include an underspend of at least £200.

The Finance Manager was asked to create new budget lines as necessary to ensure that only stationery expenditure was coded to budget line 4063 thus providing a more accurate record of expenditure.

The Committee did not make any alterations to the suggested F&GP 17/18 budget request of £45,420 as detailed in paper FGP4/66a.

- b The Committee considered and agreed the S&C Committee recommendation to Council that £2,000 of budget line 4150 (tourism) be vired to the Town Centre Committee for the specific purpose of supporting projects instigated by the Assets and Events Manager (budget line 4131, Assets & Events Management).

67 Finance

- a **RESOLVED** to approve the current account expenditure of £31,293.08 net.
b The Committee noted the current account income of £2,780.84.
c The Committee noted the FairFX card expenditure of £613.11.

Chairman's initial and date

AL 13/12/16

- d **RESOLVED** to agree the reconciliation of the current account to the bank account statement dated 31.10.16.

68 End of year accounts

RESOLVED to approve the cost of approximately £520 for the production of end of year accounts by RBS Software Solutions.

By common consent agenda items 69 and 70 were considered in reverse order.

70 Website costs

The Committee noted that the 2016 costs of website management over a nine month period were proportioned as 62% Community and 38% Town Council.

Mrs Mottershead left the meeting.

69 Communication Strategy

- a The Committee noted that the Council Manager had been consulted and had agreed the recommendations contained within the communication strategy.
- b The Committee agreed that the Media Editorial Board should have a maximum of six members and should be led by the Council Manager with input from other officers as required. It was also agreed that Mr Rob Ward should be invited to join the Board and that the remaining four places should be agreed by Council with the recommendation that a minimum of one of the places be filled by a councillor with knowledge of website design.
- c The Committee noted that three expressions of interest had been received for newsletter production and agreed to task the Media Editorial Board with providing a newsletter specification.

Agenda items 69 and 70 were considered in reverse order.

71 Consultation: CWaC Special Expenses Scheme

The Committee considered the consultation document and agreed the wording of a draft response to be considered by Council.

72 Press Release

The Committee agreed that there were no decisions taken by committee that would benefit from a press release.

73 Other Items: none.

74 Next meeting: The Committee noted the next meeting date of 13th December 2016 and agreed to amend the starting time to 9am.

75 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

76 IT support/website provision

The Committee considered the updated version of the service level agreement for website management and IT support and made the following amendments:

- 5.1.4 – support for website volunteers to be co-ordinated via the office
- 10.1.6 – community website to read neston.org.uk
- 20.1.2 – fee payment to read pro rata for part hours worked
- 22.1.2 – written notice period to be three months.

RESOLVED to approve the updated service level agreement as amended.

Chairman's initial and date GA 13/12/16

The Committee agreed to test the market for IT support/website management during the second half of 2017.

77 Town Hall maintenance

The Committee decided that it could not approve a quotation for two replacement kitchen fire doors and requested that the quotation be considered by the Town Centre Committee.

The meeting closed at 7.50pm.

Signed *Alex* Date 13/12/16