



Meeting (No) **Finance & General Purposes (3)**
Time & Date **20th September 2016 at 6.00pm**
Place **Neston Town Hall**
Document **Minutes**

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

In attendance: Cllr Chambers.

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

43 Questions and comments from residents: none.

44 Apologies for absence

RESOLVED to accept apologies from Cllr Loch (personal).

Our J. Loch's absence was noted.

45 Declarations of Interest: none.

46 Minutes of the last meeting

RESOLVED to approve the minutes of the meeting held on 26.07.16. The Chairman signed the minutes.

47 Governance and Operation Manager's Report

The Committee received the report and also noted that an additional email account had been purchased at a cost of £3.50 per month in order to retain the TCM email address. This will need to be retained until such time as the promotional literature is updated.

48 Strategic objectives

The Committee received the strategic objectives report and agreed the following outcomes, measures and current performance:

Strategic objective reference: 6

Outcome: established a 3 year strategy for the budget by 12.01.17.

Measure: a process has been established and will be considered by committees in the November 2016 cycle of meetings with the outcome being considered by Council in December 2016.

Current rating: green.

Strategic objective reference: 6

Outcome: secure savings of an agreed percentage.

Measure: guideline converted into a specific recommendation to make a saving which will be submitted to Council.

Current rating: green.

Strategic objective reference: 6

Outcome: safeguard against any increase to council tax band D properties for the town council element.

Measure: identify savings across the Council.

Current rating: green.

Strategic objective reference: 7

Objective: more effective communication through the establishment of a communication strategy.

Measure: a communication strategy via the Task and Finish Group to be approved by Council 30.08.16.

Current rating: green.

Chairman's initials and date:

CM . 22/11/16

49 Budgets

- a The Committee received the Finance & General Purposes Committee budget. The Finance Manager drew members' attention to the fact that the recruitment budget was £700 overspent. She also advised that there would shortly be a 0.5% tax increase on insurance.

In relation to budget line 4306 (website maintenance), the Finance Manager was asked to make enquiries as to website costs of neighbouring councils and also to table the current contractor's accounts at the next meeting.

- b The Committee received the report of the budget planning meeting held in August.

The Committee agreed that the following budget changes could be made for the next financial year:

- Increase contingency to £13,000
- Remove parish elections (budget line 4105); to be paid for from contingency in the future
- Remove legal fees (budget line 4058); to be paid for from contingency in future
- Reduce Mayor's allowance (budget line 4100) to £1,000.

It was noted that these changes would represent an overall saving of £4,400.

50 Finance

- a The Finance Manager corrected a typographical error in the list of payments and confirmed that the listed payment of £1,600 was a donation to Neston Players in support of a forthcoming production (as agreed by the Society & Culture Committee on 06.09.16).

RESOLVED to approve the current account expenditure of £13,981.15 net subject to the correction that the payment of £1,600 would be made to Neston Players.

- b The Committee noted the current account income of £10,615.75.
- c The Committee noted that the Alto card account had closed and that the balance had been returned.
- d **RESOLVED** to agree the reconciliation of the current account to the bank account statement.

51 VAT

The Committee received a VAT update report and noted that the Finance Manager is currently liaising with the Assets & Events Manager on the production of new receipt books and associated procedures with the aim of implementation by October.

52 HRGO Payments

RESOLVED to approve the provision of delegated authority to the Finance Manager to enable payments to be made upon receipt of the invoices to HRGO.

53 Pre-paid debit card

- a **RESOLVED** to approve the provision of delegated authority to the Finance Manager to spend up to £100 as a one-off fee to obtain 2 pre-paid debit cards for Neston Town Council.
- b **RESOLVED** to approve for delegated authority to be provided for the use of the pre-paid cards by the Assets and Events Manager and the Council Manager.
- c **RESOLVED** to approve transfer of £500 from the council's current account, and subsequent transfers to top up the account at times when the balance drops below £100.

Chairman's initials and date:

Gu 22/11/16

54 Review of Assets

The Committee reviewed the list of current Finance & General Purposes Committee assets.

The Committee noted that two of the three forecourt signs were missing and the remaining sign was in a poor state of repair. The Committee agreed to dispose of the remaining sign, not to purchase any replacements and to remove forecourt signs from the list of assets.

The Finance Manager left the meeting at 7.15pm.

55 Communication Strategy

The Committee received and considered the report of the Communication Strategy Task and Finish Group. The Chair expressed concern about recommendations 2 & 3 of Section 2 (website section) of the report. It was noted that the Council Manager would welcome the opportunity to comment on the report as tabled.

The Committee agreed the recommendations contained within the report, subject to consultation with and agreement of the Council Manager.

The agenda item to establish a Media Editorial Board was withdrawn and it was agreed that this would be revisited at a future meeting.

56 Other Items: none.

57 Next meeting: confirmed as 22 November 2016.

58 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.

59 Office Telephones and Broadband Improvements

RESOLVED to appoint Cheshire Telecom as contractor for office telephone and broadband provision within the Town Hall building. Installation costs of £1,075+VAT to be taken from contingency; ongoing monthly fees of £116+VAT plus call costs to be costed to budget line 4065 (telephone/broadband).

The meeting closed at 7.45pm.

Signed  Date 22/11/16.