



Meeting (No) **Finance & General Purposes (6)**
Time & Date **21 March 2017 at 6.00pm**
Place **Neston Town Hall**
Document **Minutes**

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

Absent: Cllr Jilani.

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

Cllr Shipman opened the meeting and asked for nominations for the position of Chair.

91 Election of Chair

RESOLVED to elect Cllr Carter as Chair to serve until the first meeting of the Finance and General Purposes Committee in the new Council year.

92 Questions and comments from residents

None.

93 Apologies for absence

RESOLVED to accept apologies from Cllrs Loch (business) and Marlow (personal).

94 Declarations of Interest

None.

95 Minutes of the last meeting

RESOLVED to approve minutes of the meeting held on 13.12.16. The Chair signed the minutes.

96 Governance and Operations Manager's Report

The Governance and Operations Manager confirmed that two expressions of interest had been received for production of the newsletter and that a specification would need to be produced before quotations could be sought.

97 Summary of Strategic objectives

The Committee considered the summary of the achievements of the Council's strategic objectives and the requirement for setting objectives for the new Council year.

It was agreed to report to Council that progress had been made on achieving the majority of objectives and that a substantial minority had been partially achieved. It was agreed to highlight that no progress had been made in relation to "increase shop occupancy levels" and "redevelopment of Brook Street" and that the Finance and General Purposes Committee had concluded that achieving these goals was outside the control of the Town Council.

98 Budgets

The Committee received the Finance & General Purposes Committee budget and Finance Manager's oral report.

Chairman's initials and date:

27/6/17

The Finance Manager advised that IT costs had increased due to appointing more staff and also because of the extra work needed to take advantage of the fibre broadband connection installed for the new telephone system. In addition, she advised that the switch over to the new telephone provider had been completed which should result in lower costs in the next financial year.

99 Assets List

The Committee considered and agreed the updated list of assets and insurance values.

100 Financial Regulations

The Committee considered the draft amended financial regulations based on the latest NALC model and agreed a number of amendments. The Committee agreed that the draft as amended should be submitted to Council.

101 Finance

- a **RESOLVED** to approve the current account expenditure of £30,137.69 from 23.2.17 to 22.3.17.
RESOLVED to retrospectively approve payment of invoices for Viking and Fabulous Together of £130.21 and £150 respectively.
- b The Committee noted the current account income of £2,351.80 net from 16.2.17 to 15.3.17.
- c The Committee noted the FairFX card expenditure of £29.05 from 16.2.17 to 15.3.17.
- d **RESOLVED** to agree the reconciliation of the Unity bank current account, Fairfax Card account and the 12 month fixed rate deposit account to the bank - cash and investment reconciliation as at 28.02.17. The Chair signed the balancing figures.
- e The Committee noted the closure of the fixed rate deposit account with the Co-operative Bank and that the closing balance was £54,089.07.

102 Direct Debit Payments

- a **RESOLVED** to agree instruction of a direct debit mandate for payment of Cheshire Telecom invoices.
- b **RESOLVED** to approve the list of current direct debit mandates.

103 Year End Payments

RESOLVED to provide delegated authority for the RFO to pay invoices dated up to and including 31st March 2017 in order to meet the needs of year end accounting. It was noted that a list of these payments would be tabled at the next meeting.

104 Annual Report


It was agreed that the Chair would write the Committee's contribution to the annual report.

It was agreed to recommend that the annual report should be four A4 pages and include unaudited accounts, attendance register, details of grants and the contributions from the Committee Chairs.

The Committee noted that the Annual Report budget for production and printing was £100.

105 Other Items

None.

Chairman's initials and date: 

27/2/17

106 Next meeting

It was noted that the date of the next meeting would be agreed at the Annual Meeting of the Council.

107 Exclusion of the Press and Public

RESOLVED to exclude the 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

108 Appointment of Health and Safety Consultant

The Committee received the report and analysis of the current and future health & safety requirements

The Committee agreed to recommend that Terrain be appointed as health and safety contractor for Neston Town Council.

109 Fixed Rate Deposit Account

The Committee considered investment options and agreed to recommend reinvestment of £54,089.07 with United Trust Bank.

110 Insurance

RESOLVED to retrospectively approve renewal of insurance with the current provider.

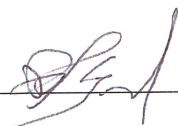
RESOLVED to enter into a three year agreement with the current provider.

111 Market Square Bollards

The Committee agreed to recommend approval of the quotation of £4,870 for replacement of bollards on Market Square. The Committee noted that the plan and specification would be subject to approval and authorisation by CWaC.

The meeting closed at 8pm.

Signed



Date

27/6/17