

MINEHEAD TOWN COUNCIL

Minutes of the Finance Committee meeting of Minehead Town Council held on Monday 13 March 2017 in the Town Hall Chamber at 7.30pm

Present:

Councillors: G Miele (Chair), O Harvey, Mrs J Parbrook*, L Smith, R Thomas*, S Vine (*denotes West Somerset Councillor)

Absent: Cllr L Culverhouse

Councillors in Attendance: Cllr J Malin

In Attendance:

Sue Sanders – Town Clerk
1 member of the public

546. Apologies: for absence LGA 1972 s85 (1)
Cllrs A Kingston-James, N Hercock, A Parbrook

547. Declarations of Interest In accordance with the provisions of the Localism Act 2011 in respect of members
Members to declare any interests they may have in agenda items in accordance with the requirements of the Localism Act 2011

<u>Member</u>	<u>Item</u>	<u>Interest</u>	<u>Time Period</u>	<u>Speak /Vote</u>	<u>Decision</u>
Cllr J Parbrook	All	West Somerset Councillor	2017 – 2018	Yes	Stayed in the room, spoke and voted
Cllr R Thomas	All	West Somerset Councillor	2017 - 2018	Yes	Stayed in the room, spoke and voted

548. Adjournment of Meeting for Public Inclusion in accordance with Standing Order No.1c

Subject to standing order 1(c), members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business on the agenda

The period of time which is designated to public participation shall not exceed 15 minutes

Mr D Sanders spoke in support of Item 6 (i) Minehead & Exmoor Festival – application for funding towards the 2017 concerts

549. Finance Committee Meeting – Minutes – To confirm and sign the minutes of the previous meeting held on Monday 12 December 2016 (previously circulated)
[LGA 1972, Sch12 para41 \(1\)](#)

Proposed: Cllr S Vine

Seconded: Cllr R Thomas

RESOLVED – that the minutes of the Finance Committee Meeting held on Monday 12 December 2016 be signed as a correct record

Agreed Unanimously

550. Financial Reports

(i) To review the Income and Expenditure Report up to 28 February 2017

[Account & Audit regulations 2011](#)

The Clerk took Councillors through the report line by line so that they were aware of the movements in income and expenditure. She informed them that it was now approaching the end of the financial year and the next accounts supplied would be for the final quarter of the financial year 2016/17. She said that in the coming financial year there would be a number of demands on the Town Council's finances due to the worsening position of the District Council's finances. The Town Council's ground staff are looking to take on extra grass cutting, supplying extra flowers for town displays and generally carrying out extra grounds maintenance work. The Town Council are managing, under licence, three sets of public conveniences throughout the Summer for West Somerset Council which will need extra maintenance to bring them up to a satisfactory standard.

The Clerk said that there may be an opportunity this spring to take on a temporary sub-contractor or agency personnel on an *ad hoc* basis to cover general maintenance as the ground staff seek to cover the extra work that has been taken on.

(ii) Verbal update of financial matters up to 28 February 2017

At previous meetings much there had been much discussion about where the Council's reserves should be deposited. The Committee were told that a number of Councils have used the CCLA (Churches, Charities and Local Authorities) which is a good alternative to high street banks that are normally used by Town and Parish local authority sector and alternatives should be found.

In September it was decided by Council (Minute 401) to agree to the movement of £500,000 to the CCLA deposit fund. The funds have been invested and are now

gaining interest. The Clerk also said that it may well be worthwhile to invest more of the Council's reserves in the CCLA in the coming financial year.

Finally, a Treasury Policy would be taken to Full Council for resolution in the near future.

Resolved: to note the year-to-date Income and Expenditure report

Proposed: Cllr Mrs J Parbrook

Seconded: Cllr R Thomas

Agreed unanimously

551. Applications for Grant Funding

(i) Minehead & Exmoor Music Festival 2017 – funding towards this year's concert

The Committee had previously been circulated with supporting documents for this application for £500.

All Councillors spoke in support of the application stating that they were pleased to receive a full set of accounts with the application and were pleased to support this local event. Cllr Parbrook commented that the committee had not awarded money to the Festival last year so if all the committee were agreeable then funding should be awarded this year. After discussion the Committee were unanimous in agreeing grant funding of £500 towards the Festival.

Recommendation: That Minehead & Exmoor Music Festival 2017 is awarded £500

Proposed: Cllr O Harvey

Seconded: Cllr S Vine

Agreed unanimously

(ii) C.L.O.W.N.S – funding requirement towards the running of the Resource Centre in Minehead

The Committee had previously been circulated with supporting documents for this application for £500.

The Committee were not averse to supporting this application but have asked that more current information is supplied from C.L.O.W.N.S for the next Finance Committee meeting. The Clerk said that she would contact C.L.O.W.N.S and ask them for current financial details.

Recommendation: That this application is deferred for updated accounts

Proposed: Cllr Mrs J Parbrook

Seconded: Cllr R Thomas

Agreed unanimously

(iii) Minehead Museum – funding for promotion of the Museum

The Committee had previously been circulated with supporting documents for this application for funding of £451 and were pleased to receive a set of accounts from the team.

The Committee were supportive of the Museum and were interested to read of their plans for the future.

Recommendation: That the Minehead Museum is awarded £450 as a “one off” payment for advertising costs.

Proposed: Cllr L Smith

Seconded: Cllr R Thomas

Agreed unanimously

(iv) Minehead Connect – funding required to run a Producers’ Market

The committee discussed this application at length. Finally, it was decided to recommend refusal of this application.

Proposed: Cllr G Miele

Seconded: Cllr L Smith

Agreed unanimously

552. Review and Revision of Financial Regulations

Town Council Financial Regulations were reviewed and revised in September 2014. Last year NALC revised a number of the current financial regulations for Finance Committee to review

Recommendation: that the Finance Committee review Financial Regulations and forward to Full Council for resolution any changes that have been agreed by the committee

The Clerk explained that it was good practice to review and update Financial Regulations on a regular basis. Last year NALC had made a number of changes to Financial Regulations and these were now listed for the committee to review and, if satisfactory, to recommend to forward to Full Council for resolution.

The following changes to individual regulation were supplied to Councillors:

1.6 Deliberate or wilful breach of these regulations by an employee may give rise to disciplinary proceedings

1.15 Take out the wording after SLCC

4.1 Finance Committee to agree funding awards up to £500

4.4 The RFO will inform Committees of any changes impacting on their budget requirement for the coming year in good time

5.4 The RFO shall take steps to pay all invoices submitted, and which are in order, at the next available Council or Finance Committee Meeting

5.8 Amount to remain at £1000

6.4 A member who is a bank signatory, having by connection by virtue of family or business relationships with the beneficiary of a payment should not, under normal circumstances, be a signatory to the payment in question

6.21 The Council will not maintain any sort of cash float. All cash received must be banked intact. Any payments made in cash to the Clerk or RFO (for example stamps or minor stationery items) shall be refunded on a regular basis at least quarterly

11. b- j (h) amount below £25,000 and above £1,000

Proposed: Cllr Mrs J Parbrook

Seconded: Cllr L Smith

Recommended: to forward to Full Council for resolution the above changes to Financial Regulations which have been agreed by the Committee

Agreed unanimously

The meeting closed at 20.35 hours