

STURMINSTER NEWTON TOWN COUNCIL
MINUTES OF A MEETING OF THE FINANCE & PERSONNEL COMMITTEE
held on Thursday 14th April 2022 in the Council Chamber at 7.15pm

Present:

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| Councillor N Dobson (Chairman) | Councillor H Reed (Vice Chairman) |
| Councillor C Fraser (ex officio) | Councillor M Roake (via Zoom) |
| Councillor H Lacey (ex officio) | Councillor J Rose |

In Attendance: Cllr D Mantock, K Squire (Town Clerk), J Drew (Finance Officer).

| MINUTE NUMBER | COMMENTS | RESOLUTION <i>For each item, the proposer is named first followed by the seconder</i> |
|----------------------|---|---|
| 21/22/353 | PUBLIC SESSION No comments were made or questions asked. | |
| 21/22/354 | APOLOGIES FOR ABSENCE Apologies had been received from Cllr Donaldson. These apologies were accepted by the members present. | |
| 21/22/355 | DECLARATIONS OF INTERESTS AND DISPENSATIONS Cllr Dobson declared a non-pecuniary interest in agenda item 21/22/363. | |
| 21/22/356 | MINUTES OF THE PREVIOUS COMMITTEE MEETING The minutes of the Finance & Personnel committee meeting held on 25 th November 2021, having been circulated and publicised prior to the meeting, were taken as read and approved for signature by the Committee Chairman as a true and correct record. | Cllr Reed Cllr Lacey |
| 21/22/357 | BALANCE SHEET The Balance Sheet at 31 st March 2022 had been previously circulated. Final adjustments for year-end to be made before final accounts are signed off. The Committee recommended the approval of the Balance sheet at 31st March 2022. | Cllr Fraser Cllr Rose |
| 21/22/358 | INCOME & EXPENDITURE REPORT The Income and Expenditure report at 31 st March 2022 had been previously circulated. Final adjustments for year-end to be made before final accounts are signed off. The Committee recommended the approval of the Income and Expenditure Report at 31st March 2022. | Cllr Lacey Cllr Rose |
| 21/22/359 | APPROVAL FOR PAYMENTS IN EXCESS OF £2000 Nigel Jaggard £4563.91 Window repairs at the Mill Dorset Council £5935.88 Annual Service Level Agreements The Committee resolved to approve these payments. | Cllr Fraser Cllr Lacey |

- 21/22/360 **Report on payments made under delegation between 1.1.2022 and 31.3.2022.**
 A list of the payments made under delegation had been previously circulated. Samples of payments made between these dates had been checked and by Cllrs Fraser and Dobson.
The Committee approved the payments made under delegation between 1.1.2022 and 31.3.2022. Cllr Fraser
 Cllr Rose
- 21/22/361 **TO REVIEW FINANCIAL REGULATIONS.**
 Further to recent discussions with the Internal Auditor regarding safe, transparent but efficient purchase procedures, the Town Clerk asked if the Committee would allow her to investigate payment options for Councillors working on projects and ordering materials. The suggestion was discussed.
The Committee agreed that the Clerk could investigate options to bring back to the Committee, the options should be transparent and under control of the Town Clerk with project funds agreed by the Council Cllr Rose
 Cllr Reed
 The Town Clerk also suggested that the Grounds Manager, be issued with a debit card for work purchases, such a fuel and purchases where card payment offered the best value.
The Committee agreed that the Grounds Manager be issued with a debit card for work purchases. Cllr Reed
 Cllr Rose
- 21/22/363 **TO CONSIDER A CONTRIBUTION REQUEST FOR JUBILEE CELEBRATION TOWN DECORATIONS.**
 Cllr Dobson addressed the Council as Treasurer for the Sturminster Newton Community Benefit Society. He asked for a contribution from the Council towards the installation/removal of flags and bunting which would be decorating the Town from the Jubilee, through the summer. Cllr Lacey suggested contacting The Cheese Festival committee and the Rotary for contributions, as both would be holding events. Cllr Rose suggested that the Council would underwrite any shortfall after other funding had been sought.
The Committee agreed to underwrite any shortfall in the cost of installation/removal of summer flags and bunting after other funding had been sought. Cllr C Fraser
 Cllr H Lacey
- 21/22/364 **INFORMATION FROM MEMBERS**
Cllr Fraser – welcomed back the Horse Trough to the town, after the repair and restoration by Newton Forge.
Cllr Lacey – The phone system used by The Exchange building (including the Town Council), will be replaced at the end of July 2022. The Town Clerk advised she was investigating options.
- 21/22/365 **TO EXCLUDE PUBLIC AND PRESS**
 In exercise of the power conferred by the Public Bodies (Admission to Meetings) Act 1960, Section 1(2) members of the public and press will be excluded from the Meeting on the grounds that the business to be transacted being of a confidential nature it is likely that personal and/or exempt information would otherwise be improperly disclosed and members would feel unable to discuss the matter freely. Cllr Rose
 Cllr Lacey
- 21/22/366 **CONFIDENTIAL ITEM**
 Personnel matters.

The Chairman declared the meeting closed at 8.18pm

Approved on.....Chairman's signature: