

# STURMINSTER NEWTON TOWN COUNCIL

## MINUTES OF THE MEETING OF THE FINANCE & PERSONNEL COMMITTEE MEETING held on Thursday 13<sup>th</sup> April 2023 at 7.15pm in The Council Chamber

Present:

Cllr N Dobson - Chairman

Cllr A Donaldson

Cllr H Lacey – Vice Chairman

Cllr D Mantock

Cllr P Marks

Cllr H Reed arrived at 7.20pm

Cllr G Rose

In Attendance: K Squire (Town Clerk), J Drew (Finance Officer)

Members of the Public: None present.

Minute No.	Comments	RESOLUTION <i>The proposer is named first followed by the seconder</i>
22/23/266	<b>PUBLIC SESSION.</b> No members of the public were in attendance.	
22/23/267	<b>APOLOGIES FOR ABSENCE.</b> None received.	
22/23/268	<b>DECLARATIONS OF INTERESTS AND DISPENSATIONS.</b> No declarations of interest or requests for dispensation had been received.	
22/23/269	<b>MINUTES OF THE PREVIOUS COMMITTEE MEETING.</b> <b>The minutes of the Finance &amp; Personal Committee meeting held on 12<sup>th</sup> January 2023, 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.</b>	Cllr Donaldson Cllr Mantock
22/23/270	<b>FINANCIAL MATTERS.</b> <b>i. To approve any payments for invoices more than £2000.</b> No requests for payments over £2000 had been received.  <b>ii. To approve Income &amp; Expenditure as at 31.3.23.</b> Have been previously circulated the committee discussed the final figures of the financial year and considered earmarked reserves to recommend to Council. <b>The committee resolved to approve the income and expenditure report as at the 31<sup>st</sup> March 2023.</b>	Cllr Lacey Cllr Reed
22/23/271	<b>iii. To approve the Balance Sheet as at 31.3.23.</b> Having been previously circulated: <b>The committee resolved to approve the balance sheet as at 31<sup>st</sup> March 2023.</b>	Cllr Reed Cllr Mantock
	<b>REPORT ON PAYMENTS MADE UNDER DELEGATION BETWEEN 1.1.23 AND 31.3.23</b> Samples of payments made between these dates had been checked by Cllrs Dobson and Lacey. <b>The Committee approved the payments made under delegation between 1.1.23 and 31.3.23.</b>	Cllr Lacey Cllr Dobson



22/23/272

**TO RECEIVE AN INTERIM INTERNAL AUDIT REPORT.**

Having previously circulated the latest Internal Audit report The Town Clerk reported that no formal requirements were needed.

The Chairman thanked the Town Clerk on behalf of the committee for her work on the accounts.

22/23/273

**The committee approved the Internal Audit Report.**

Cllr Reed  
Cllr Mantock

**TO REVIEW PAYMENT AUTHORISATION FOR TOWN CLERK/RFO AND HOW THIS IS REFLECTED IN THE FINANCIAL REGULATIONS.**

The Financial Regulations were checked by the committee.

**The committee recommended that spending authority was agreed as follows:**

**The Council to authorise all items over £5000,**

**A duly delegated committee can authorise items between £2000 and £5000, and**

22/23/274

**The Clerk for any items below £2000.**

Cllr Rose  
Cllr Donaldson

**TO REVIEW FEES AND CHARGES FOR THE YEAR 2023/2024.**

The committee reviewed the current fee's and charges previously circulated for both amenities and cemetery. Members requested that there be a charge for use of the Croquet Lawn.

22/23/275

**The committee agreed to the fees and charges for the year 2023/2024 as circulated with an additional charge for the croquet lawn.**

Cllr Lacey  
Cllr Reed

**TO REVIEW COSTS FOR THE COMMUNITY NEWSLETTER 'WHATS HAPPENING IN STUR'.**

The publication of WHIS had been successful. The increased demand meant the printing costs had risen. The Council had agreed to fund the project with an earmarked reserve of £7000 that was no longer required. The Clerk asked the committee if members were happy to continue funding it. The option of selling advertising space had been suggested by others but the Clerk advised that the accounting of this would be more than the current staff hours would allow. At present there is no limit to the pages and information produced. Councillors suggested that page and word limit should be set and that funding could continue up to £500 per bi-monthly edition.

22/23/276

**The Committee agreed to continue with the present arrangements up to £500 bi-monthly and for the Clerk to look into contingency plans and other funding sources for future growth.**

Cllr Reed  
Cllr Mantock

22/23/277

**TO RECEIVE CORRESPONDENCE.**

No correspondence was received.

**INFORMATION FROM MEMBERS.**

*Cllr Read* – the change of refuse bin collection times in Bridge Street had helped with the traffic around school time in the morning.

**The Chairman declared the meeting closed at 8.23pm.**

Approved on .....

4/5/2023

Chairman's Signature .....

*N. Reed*

Chair's signature