

STURMINSTER NEWTON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE & PERSONNEL COMMITTEE MEETING

held on Thursday 25th January 2024 at 7.15pm in The Council Chamber

Present:

Cllr J Rose
Cllr N Dobson - Chair
Cllr A Donaldson

Cllr D Mantock – Vice Chair
Cllr H Lacey
Cllr P Batstone

In Attendance: K Squire (Town Clerk), J Drew (Finance Officer).
Members of the Public: One.

Minute No.	Comments	RESOLUTION <i>The proposer is named first followed by the seconder</i>
23/24/236	PUBLIC SESSION No questions or comments were made by members of the public	
23/24/237	APOLOGIES FOR ABSENCE Apologies were received from Cllr C Fraser. (The Clerk failed to give apologies for Cllr Reed.)	Cllr Donaldson Cllr Mantock
23/24/238	DECLARATIONS OF INTERESTS AND DISPENSATIONS Declarations of interest received regarding agenda item 23/24/242: Cllr A Donaldson – Stour Connect volunteer and Sturminster Newton Heritage Trust member. Cllr J Rose – Stour Connect trustee. Cllr Mantock – Sturminster Newton Heritage Trust member. The Committee resolved that as non-pecuniary, the declared interests should not exclude the members from discussions and voting.	Cllr Donaldson Cllr Mantock
23/24/239	MINUTES OF PREVIOUS MEETING The minutes of the previous Finance & Personnel Committee meeting held on 14 December 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.	Cllr Lacey Cllr Mantock
23/24/240	FINANCIAL MATTERS i. To approve any payments for invoices over £2000. Matthew Pearce £3601.68 Electrical supply to Ricketts Lane recreation ground from September 2021 to December 2023. The committee resolved to approve the payment of 3601.68 to Matthew Pearce. It was noted that the Clerk has been trying to get the account switched over to the Town Council since it was installed in September 2021 It was also noted that the electricity has only been used by the Cheese Festival since installation. The Committee asked the Chair to write to the Cheese Festival committee and ask for a contribution to the daily charges. ii. Income and Expenditure Report as at 31st December 2023. The committee resolved to approve the income and expenditure report as at 31 st December 2023. iii. Approve Balance Sheet as at 31st December 2023 The committee resolved to approve the balance sheet as at 31 st December 2023.	Cllr Mantock Cllr Donaldson Cllr Lacey Cllr Donaldson Cllr Mantock Cllr Rose

Chair's signature



- 22/23/241 **REPORT ON PAYMENTS MADE UNDER DELEGATION BETWEEN 1.10.23 AND 31.12.23.**
Payments made under delegation had been checked by Cllrs Donaldson and Rose and were approved by the Committee. Cllr Donaldson
Cllr Rose
- 22/23/242 **TO CONSIDER GRANT APPLICATIONS.**
Sturminster Newton Community Learning Centre - £300 deferred
Replacement of a computer.
Possible funding from The William Williams Trust
Sturminster Newton Literary Festival - £500 approved
Towards promotional materials. Cllr Mantock
Cllr Donaldson
Sturminster Newton Heritage Trust - £460 approved
To purchase IT equipment to gather and collate customer feedback. Cllr Rose
Cllr Lacey
Sturminster Newton Amateur Dramatic Society - £500 approved
For hire of technical equipment. Cllr Mantock
Cllr Lacey
The Friends of Stour Connect - £535.34 approved
To purchase electronic point of sale terminal for Community Café. Cllr Mantock
Cllr Lacey
- 22/23/243 **TO RECEIVE INTERIM INTERNAL AUDIT REPORT.**
The Committee confirmed receipt of the interim audit report and noted the recommendations. Cllr Rose
Cllr Donaldson
- 22/23/244 **TO REVIEW AND READOPT TRAINING POLICY.**
After discussion, it was decided that a paragraph should be added to include the need for an annual report to the Committee of training identified following appraisals, and an annual report that the training had been met. The Clerk will update the policy for consideration at the next Committee meeting. **Action:**
Town Clerk
- 22/23/245 **TO REVIEW AND READOPT FINANCIAL REGULATIONS.**
Having been previously circulated the Committee reviewed the document and resolved to readopt the Financial Regulations for Sturminster Newton Town Council 23/24 Cllr Rose
Cllr Donaldson
- 22/23/246 **TO REVIEW AND ADOPT FINANCIAL RISK MANAGEMENT AND INTERNAL CONTROLS.**
Having been previously circulated the Committee reviewed the document and resolved to readopt the Financial Risk Management and Internal Controls for Sturminster Newton Town Council 23/24 Cllr Donaldson
Cllr Mantock
- 22/23/247 **TO RECEIVE INFORMATION FROM MEMBERS AND DISCUSS PROPOSALS FOR FUTURE BUSINESS.**
Cllr Batstone - suggested the committee consider using reserves to paint the railings at the bridge once the works had been completed.
Cllr Mantock - asked the Town Clerk for an update on the transfer of financial systems. The Clerk hoped to have this finished next week if time allowed.
Cllr Lacey - advised members that Alan Harrison had sadly passed away. He had worked tirelessly for many years with the Council as Footpaths Officer and with the Rights of Way group.

The Chairman closed the meeting at 8.12pm

Approved on 11 APR - 2024

Chairman's Signature Nick Barber

Chair's signature