STURMINSTER NEWTON TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE & PERSONNEL COMMITTEE

Held on Thursday 26th January 2017 in the Council Chamber at 7.15pm

Present:
Councillor C. Fraser (Chair) Councillor V. Fox
Councillor H. Lacey (Vice-Chair) (ex officio) Councillor G. Rose
Councillor N. Cowell Councillor C. Spackman
Councillor A. Donaldson (ex officio)

Absent: None

In Attendance: Cllr. P. Batstone and Christopher Wilkins (Town Clerk)

MINUTE NUMBER COMMENTS RESOLUTION

16/407 PUBLIC SESSION
No comments were made or questions asked.

16/408 APOLOGIES FOR ABSENCE
All members of the committee being present no apologies had been received.

16/409 DECLARATIONS OF INTERESTS AND DISPENSATIONS
No interests were declared and consequently no written requests for dispensation had been received.

16/410 MINUTES OF THE PREVIOUS COMMITTEE MEETING
The minutes of the Finance & Personnel Committee Meeting held on 8th December 2016 (pages 2333 to 2335) having been circulated and publicized prior to the meeting were taken as read and APPROVED for signature by the committee chair as a true and correct record.

16/411 APPROVAL OF PAYMENTS
The list of payments set out below on pages 2355 and 2356 and checked by Cllrs. Fraser and Lacey were APPROVED.

16/412 STATEMENT OF ACCOUNTS AND BANK RECONCILIATION
The Statement of Accounts and Bank Reconciliation Statement as at 31st December 2016 set out on pages 2356 and 2357 below were APPROVED.

16/413 CONFIRMATION OF ROUTINE MONTHLY CHECKS
The Committee NOTED the reports of the inspections carried out in November, December and January by Councillors Fraser, Spackman and Lacey respectively. Councillors Fox, Rose and Donaldson will undertake the checks in February, March and April respectively.
16/14 REVALUATIONS FOR RATING PURPOSES
The contents of the written report circulated by the Town Clerk were NOTED.

16/15 SCOUT HUT USER RESTRICTION
After the written report circulated to members had been considered the Town Clerk was instructed to advise the Scout Association of the requirement to submit a formal application for permission to sub-let with full details of the letting or lettings already agreed or proposed (along with information about its general financial standing) so that the matter can be reviewed and decided by members with fuller information at a later date.

16/16 RENEWAL OF SPECIALIST SOFTWARE LICENCES
After considering the written report circulated by the Town Clerk
The Committee RECOMMENDED that the license contract be renewed for a five-year term (rather than the three-year alternative offered) PROVIDED that the Town Clerk is able to secure an assurance from the supplier that the annual cost is fixed or other satisfactory protection against excessive cost increases after the first year.

16/17 TREASURY MANAGEMENT PLAN

16/18 SYSTEM OF PAYMENT CONTROLS
After considering together the written reports circulated by the Town Clerk in respect of these two agenda items,
The Committee RECOMMENDED as follows:
a. that the Town Clerk be authorized to apply for the proposed cheque encashment facility with NatWest;
b. that the Town Clerk investigate the opening of a new account with Lloyds Bank and prepare for this; and
c. that a Task and Finish Group comprising Cllrs. Rose and Spackman be formed to work with the Town Clerk to consider the issues raised in the reports and prepare detailed recommendations for consideration at a later date.

16/19 TRAINING POLICY
After considering the written report and draft policy circulated by the Town Clerk
The Committee RECOMMENDED that the draft Training Policy attached as Annex A be adopted subject to the addition of a provision requiring training undertaken as part of the Council’s health & safety or other legal or regulatory compliance to be recorded in some suitable fashion.

The Committee further expressed their appreciation for the work of the Assistant Town Clerk, Kate Townsend, in preparing the draft policy and warmly congratulated her upon her award of the Certificate in Local Council Administration.

16420/ STANDING REVIEW OF LAND TRANSFERS & LEGAL MATTERS
The Report of the Town Clerk distributed with the meeting papers was NOTED.
CORRESPONDENCE

The Town Clerk read to members the following items of correspondence within the Committee’s terms of reference which had been received:

a. **S. N. Boxing Club** - Acknowledging grant received with thanks
b. **Dorset Blind Association** - Acknowledging grant received with thanks
c. **Life Education Wessex** - Acknowledging grant received with thanks
d. **A Council employee** - Giving notice terminating employment on 28th February. (The Town Clerk explained that the recruitment protocol will now follow.)

INFORMATION FROM MEMBERS

*Cllrs. Spackman and Rose* reported that they recently reviewed progress on the implementation of the Council’s health and safety action plan and checked the inventory of assets. They said the health and safety work has been done to a very high level by the Grounds Manager and the Town Clerk (whom they commended for their diligence) and reported no problems regarding the assets.

*Cllr. Cowell* commented on the need to retain adequate evidence of Employers’ Liability insurance cover for 40 years.

The Chairman declared the meeting closed at 8.20pm.

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**Payments 26th January 2017**

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<th>Gross</th>
<th>Vat</th>
<th>Net Invoice</th>
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Christopher Wilkins
Town Clerk
Financial Summary - Cashbook

Summary between 01/04/16 and 31/12/16 inclusive.
Balances at the start of the year

Ordinary Accounts
Bath Building Society £25,318.18
Current Account £161,948.32
Investment (30 Day) Account £0.00
Investment (95 Day) Account £0.00
Petty Cash £87.72
Public Sector Deposit Fund £25,222.39
Total £212,576.61

620-628 BACS1701 27A-J £8,440.23 Various employees – Salaries January 2017

Total £8,440.23
RECEIPTS
Net               Vat               Gross
Total Receipts   £247,530.97     £2,951.89       £250,482.86

PAYMENTS
Net               Vat               Gross
Total Payments    £209,741.98     £7,531.26       £217,273.24

Closing Balances

**Ordinary Accounts**

Bath Building Society        £50,318.18
Current Account               £120,138.17
Investment (30 Day) Account   £0.00
Investment (95 Day) Account   £0.00
Petty Cash                    £31.94
Public Sector Deposit Fund    £75,297.94
Total                          £245,786.23

Bank Reconciliation as at 31st December 2016

Current Account     £120,808.17
Less unpaid cheques £670.00

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£120,138.17

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Approved on:

Chair’s signature: ...............................................

2017.01.26