

FILEY TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING HELD ON WEDNESDAY 16 NOVEMBER 2016 AT 7.00PM

Present: Cllr J Shackleton (Chairman), Cllr J Haxby (Vice Chair), Cllr R Walker, Cllr K Wilkie
RFO Mrs G Robinson

Also present: Cllr J Casey

The Chairman welcomed everyone to the meeting.

NOTICE OF THE MEETING

RESOLVED: That Public Notice of the meeting had been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972. F902/016

APOLOGIES

Cllr S Bosomworth (personal) and Cllr J Meek (personal) had sent their apologies to the meeting. It was

RESOLVED: That the above apologies be duly noted. F903/016

RESOLVED: That the above reasons for absence be accepted. F904/016

DECLARATIONS OF INTEREST

The Chairman reminded members of the need to consider whether they needed to declare a disclosable pecuniary interest (DPI) or personal interest as detailed in Appendix A and Appendix B of the Town Council's Code of Conduct.

Cllr John Haxby declared a personal interest in any future items referring to the Town Council's Independent Financial Advisor due to him being his own personal financial advisor.

No further declarations of interest were declared in items on the agenda at this point but the Chairman informed Members that they could make a declaration of interest at any point during the meeting. It was

RESOLVED: That Cllr J Haxby's personal declaration of interest be noted. F905/016

REVIEW OF INVESTMENT BOND

Cllr John Haxby repeated his declared personal interest in the following items referring to the Town Council's Independent Financial Advisor due to him being his own personal financial advisor.

It was

RESOLVED: That Cllr J Haxby's personal declaration of interest be noted. F906/016

LCL International

Members had previously been circulated with a copy of a letter following the surrender of the investment bond and to confirm that an interim payment of £38,405.67 had been paid. The RFO confirmed that this amount had been paid into the Town Council's General Fund bank account. It was

RESOLVED: That the above information be noted. F907/016

Portfolio Valuation

Members had previously been circulated with a portfolio valuation as at 30 September 2016 and an interim portfolio valuation as at 13 October 2016 for consideration thereon. It was agreed to defer this agenda item until the next meeting until the RFO could obtain further information regarding the residual balance held in the portfolio. It was

RESOLVED: That the above item be deferred until the next meeting. F908/016

NATIONAL SAVINGS AND INVESTMENTS – INVESTMENT ACCOUNT

The RFO requested this item be deferred until the next meeting as no response had been received from NS & I to date. It was

RESOLVED: That the above item be deferred until the next meeting. F909/016

INTERNAL AUDIT REPORT – SECOND QUARTER 2016/2017

Members had previously been circulated with a detailed copy of the Internal Audit Report for the Second Quarter 2016/2017. The Internal Auditor had listed the financial areas which he had given his attention to in the second quarter and had stated that he had reviewed the guidelines (Best Practice) for bank reconciliations and in essence the bank reconciliations have to be reviewed by members or a member of the Council, although it was noted that these were prepared by the RFO on a monthly basis and then reviewed quarterly by the Internal Auditor.

Continued overleaf

INTERNAL AUDIT REPORT – SECOND QUARTER 2016/2017 continued

The Internal Auditor stated that he had held discussions with the RFO on how to meet the legal requirements and had suggested a 4 step process which included the Chairman of the Finance & General Purposes Committee to review the bank reconciliations on a monthly basis and implement any checks and an item to be placed on the next Finance & General Purposes Committee agenda for the Chairman to report which bank reconciliations he has reviewed. The RFO stated that if agreed this process could be written into the Financial Controls and Procedures document and would give an additional risk control for timely reviews of bank reconciliations. After discussion it was

RESOLVED: That a recommendation be made to full council that the Internal Audit Report for the Second Quarter 2016/2017 including the four step process for bank reconciliations be accepted.
F910/016

SECOND QUARTER BUDGET REPORT 2016/2017

Members had previously been circulated with a copy of the Second Quarter Budget Report for 2016/2017 and this was analysed by Members. The RFO gave an explanation to members in relation to actual income and expenditure which was compared with the planned budget and she stated that this would be closely monitored by herself together with Members as the financial year progressed and at present there were no concerns that the current budget would be overspent. It was noted that at present the Contingency Fund Budget had not been utilised although expenditure for one by-election and possibly two would need to be expended from the Election Fees Reserve which deplete this reserve. It was

RESOLVED: That a recommendation be made to full council that the Second Quarter Budget Report 2016/2017 be accepted.
F911/016

SCARBOROUGH BOROUGH COUNCIL

Model Agreement Estimates 2017/2018

Members had previously been circulated with a letter and copy of Model Agreement Estimates for 2017/2018 which had been received from Scarborough Borough Council for acceptance. It was noted that the estimates had been index-linked in line with UK RPI as at 1 September 2016 which rose by 1.0% in the year to September 2016. It was

RESOLVED: That the Model Agreement Estimates for 2017/2018 be accepted.
F912/016

Parish Council Precepts 2017/2018

Members had previously been circulated with a letter detailing the required dates for the Parish Precept Demand for 2017/2018 and that the precept calculator would not be made available until the end of November 2016. Members noted that this information would be required when forecasting the council's budget for 2017/2018. The Borough Council also requested that the precept demand be submitted to the Borough Council by 16 January 2017 which the RFO and members agreed would not be workable as the Town Council's budget would not be finalised until the end of January 2017 at the earliest. It was

RESOLVED: That the above information be noted.
F913/016

QUEEN STREET GARDEN

Further to Minute No 696/016 Members had previously been circulated with a copy of a progress report and briefing note from Mr C Bourne, Projects Manager, Scarborough Borough Council and were requested to consider two options for the procurement of the drainage works. The RFO stated that both options met the Town Council's Financial Regulations for procurement requirements. After discussion it was

RESOLVED: That a recommendation be made to full council that Option 1 for the Queen Street Garden procurement be accepted.
F914/016

GRANT AWARD 2016/2017

Members were circulated with a copy of a letter from Filey Lions Club regarding their grant award for the community bonfire and fireworks display 2016 which regrettably had to be cancelled due to severe weather. The RFO read out the clause which is sent to all grant recipients as follows:

Please note that this award is to be used only for the proposal stated in your application and must not be used for any other purpose, in the event that your project does not proceed all funding must be returned to Filey Town Council.

Continued overleaf

GRANT AWARD 2016/2017 continued

Members noted that it had been a difficult decision for the Filey Lions Club to make to cancel the community bonfire and fireworks display but recognised this was undertaken for reasons of community safety. It was noted that the Filey Lions Club had offered to repay the grant and members acknowledged that this was welcomed and was a council requirement should the grant not be used for the purpose intended. It was

RESOLVED: That a recommendation be made to full council that the Filey Lions Club be requested to repay their awarded grant for the Community Bonfire and Fireworks Display in 2016.

F915/016

INITIAL CONSIDERATION OF GRANT APPLICATIONS 2017/2018

The RFO circulated to Members a list of 14 grant applications and the content of each one was considered in detail. Cllr R Walker declared a personal interest in the St Oswald's Church application as he is a member of the church. It was agreed that any awards would not be finalised until the draft budget had been agreed. It was

RESOLVED: That Cllr R Walker's personal interest be noted as detailed above.

F916/016

RESOLVED: That the above information be noted.

F917/016

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, members of the press and public are excluded for the following items of business being in relation to terms of tenders, proposals in negotiations for contracts.

F918/016

OFFICE PHOTOCOPIER LEASE

The RFO circulated a summary of three quotations for a five year lease for an office photocopier as the existing office photocopier lease was due to expire in March 2017. The RFO informed members that considerable efficiency savings could be made for the Council since the last lease, although reliability of the machine was paramount due to it being the only printer in the office and networked to all machines. After due consideration of all costs for the lease of the machine and photocopying copy charges it was agreed that the Danwood quotation met the required specification and was also part of the government framework contract. It was

RESOLVED: That a recommendation be made to full council that the contract be awarded to Danwood Group Ltd for the supply of an office photocopier on a five year fixed price lease as per the quotation supplied at a cost of £136.21 per quarter, colour copy 3.68p per copy and mono copy 0.41p per copy (including A3 charged same price as A4) to include all consumables, maintenance, installation and training costs.

F919/016

Under Section 17 of the Crime and Disorder Act 1998, members considered that none of the above decisions would impact on crime and disorder.

The meeting closed at 8.50pm.

Councillor J Shackleton
Chairman
Finance & General Purposes Committee