

**MINUTES OF THE FINANCE, POLICY & ADMINISTRATION COMMITTEE**  
**MEETING HELD ON MONDAY 16 MARCH 2015 AT 7.30 PM IN THE ROBIN**  
**ROOM, THE CASTLE, HERTFORD**

PRESENT: Cllr A Stevenson, in the Chair

Councillors: Miss C Geall, Mrs S Newton, Dr L E Radford, Miss J Sartin, Miss I Sigmac

IN ATTENDANCE: Cllr P Boyle  
Ms N Villa, Town Clerk  
Mr S Davies, Finance Manager

**445. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr P Ruffles and Cllr A Turner

**446. DECLARATIONS OF INTEREST**

Cllr Miss C Geall	DPI	Friends of Evron	Council Appointed Representative
Cllrs Miss C Geall and J Sartin	DPI	Hertford Museum	Trustees

**447. THE MINUTES**

It was **RESOLVED** that:

The Minutes of the Finance, Policy & Administration Committee meeting held on Monday 15 December 2014 be approved as a correct record and the Chairman authorised to sign the same.

**448. ACTION SHEET**

It was **RESOLVED** that:

- a) The action sheet be received and noted.

**449. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC**

None.

**450. COMMUNITY GRANT APPLICATION – THE MEADS MILLMEAD SCHOOL**

An application had been received from the Meads at Millmead School for funding of £500 towards the purchase of an automatic defibrillator.

It was **RESOLVED** that:

The Committee **approves** a grant of £500

**451. COMMUNITY GRANT APPLICATION – HOME START EAST HERTS**

An application for a grant of £1000 had been requested to fund activities, events and outings including summer picnics, Easter Egg hunts, Christmas Party etc

It was **RESOLVED** that:

The Committee **approves** a grant of £1000

**452. COMMUNITY GRANT APPLICATION – BURY RANGERS FC**

An application had been received from Bury Rangers FC for £500 to assist with specialised training and equipment to provide football opportunities for young people with disabilities

It was **RESOLVED** that:

The Committee **approves** a grant of £500

**453. COMMUNITY GRANT APPLICATION – CRUSE BEREAVEMENT CARE**

An application had been received from the Cruse Bereavement Care for £500 to provide support for the work specifically in the Hertford area

It was **RESOLVED** that:

The Committee **approves** a grant of £500 specifically for training and resources.

**454. COMMUNITY GRANT APPLICATION – THE GIFTED ORGANISATION**

An application had been received from The Gifted Organisation Ltd for £1000 to run its 'I have a Dream' programme for young people over the summer holidays on Hartham Common

It was **RESOLVED** that:

The Committee **approves** a grant of £1000.

**455. COMMUNITY GRANT APPLICATION – HERTFORD MUSIC FESTIVAL**

An application had been received for funding of £1200 towards the cost of organising Hertford Music Festival in 2015

It was **RESOLVED** that:

The Committee **approves** a grant of £1200.

**456. COMMUNITY GRANT APPLICATION – FRIENDS OF EVRON**

Cllr Miss Geall left the meeting.

An application had been received from the Friends of Evron for £1200 for funding towards transportation costs to the town twinning event in Evron in June 2015.

It was **RESOLVED** that:

The Committee **approves** the grant of £1200.

Cllr Miss Geall returned to the room.

**457. COMMUNITY GRANT APPLICATION – PINS AND FEATHERS PRODUCTIONS/FIRST LIGHT**

An application had been received for £1200 for funding towards the cost of staging a Passion Play in Hertford.

It was **RESOLVED** that:

The Committee **approves** a grant of £1200.

**458. PERSONNEL SUB COMMITTEE**

A copy of the minutes of the Personnel Sub Committee held on 2 February 2015 had been circulated to the Committee.

It was **RESOLVED** that:

The Committee **notes** the report of the Personnel Sub Committee held on 2 February 2015

**459. REFURBISHMENT AND DISPLAY ARRANGEMENTS FOR CIVIC PROPERTY**

The Committee had received a report with the latest advice regarding the restoration of the Mace and Sword and to consider alternative storage arrangements

It was **RESOLVED** that:

- a) The Committee **notes** the latest position regarding the repairs to the Mace, Sword and Silverware.
- b) The Committee **approves** the required conservation work/repairs to the sword and resolves that the sword and scabbard should be retired from active service and a suitable, preferably portable, storage solution be found to conserve it for future generations.

- c) The Committee **agrees** to consider the commissioning of a replacement sword
- c) The Committee **does not approve** the temporary relocation of the Mace, Sword and silverware to the Robing Room due to a security concern but that more permanent storage/display solutions are investigated

#### **460. COMMEMORATIVE PAVING STONE – CORPORAL BURT VC**

The Committee had been asked to consider an appropriate location for the installation/siting of a commemorative paving stone to honour Corporal Alfred Alexander Burt VC (3 March 1895 – 9 June 1962)

It was **RESOLVED** that:

The Committee **approves** the proposal to:

- a) Site the commemorative paving stone for Corporal Burt VC at the Castle Gates subject to the agreement of his family and receipt of relevant permissions, and
- b) Organise a commemorative event on 27 September 2015 in conjunction with the Hertfordshire Regiment Association, Hertford Museum and Corporal Burt's family.

#### **461. CASTLE MOAT GARDEN**

The Committee had received a report on the progress towards the transfer of ownership of the Castle Moat Garden from Hertfordshire County Council and to ask the Committee to reconsider recharging the cost of the maintenance of this area of the grounds.

It was **RESOLVED** that:

The Committee **approves** the proposal to recharge the costs associated with maintaining the Moat Garden to Hertfordshire County Council.

#### **462. FEASIBILITY STUDY FOR THE CREATION OF AN ARTS HUB IN HERTFORD**

The Committee received a report seeking approval to commission a study to consider the feasibility of creating an Arts Hub in Hertford.

It was **RESOLVED** that:

The Committee **approves** the proposal to commission a feasibility study up to the value of £5000 to be funded from the News Homes Bonus.

#### 463. IT SUPPORT

The Committee were asked to consider approving a proposal to commission some formal IT support to improve current systems and to ensure business continuity in the event of a breakdown or major incident.

It was **RESOLVED** that:

The Committee **authorise** the Town Clerk, in consultation with Cllr Boyle and the Finance Manager to commission IT support up to a value of £10,000 to be funded from reserves.

#### 464. HERTFORD TOWN CENTRE URBAN DESIGN STRATEGY

The Committee received an update on the East Herts Council (EHC) led initiative known as the Hertford Town Centre Urban Design Strategy.

It was **RESOLVED** that:

- a) The Committee accept the invitation extended by East Herts Council to become involved in the Hertford Town Centre Urban Design Strategy.
- b) The Committee requests the Development and Leisure Committee provide oversight of the Council's involvement in the project.

#### 465. FINANCE

##### (a) Bank Reconciliations

The Committee received the bank reconciliation summary for November 2014 to January 2015.

It was **RESOLVED** that:

The Committee **notes** the bank reconciliation summary for November 2014 to January 2015.

##### (b) Payment Schedules

The Committee received the payment schedules for December 2014 to February 2015.

It was **RESOLVED** that:

The Committee **notes** the payment schedules for December 2014 to February 2015.

##### (c) Method of approval for BACS Payments

The Committee received a report requesting consideration for adopting BACS as the primary method of paying suppliers and other expenses and approve the method by which batches of payments are approved by delegated members.

It was **RESOLVED** that:

- a) The Committee **approves** that two designated Councillors sign to authorise each batch of supplier BACS payments prior to processing by an officer via online banking.
- b) The Committee **approves** the daily payment limit for BACS payments be increased to £50,000.
- c) The Committee **does not approve** opening a new bank account with any two senior officers authorised to sign cheques up to £500.

(d) Debtor and Creditor Payment Times

The Committee received a report on the time taken for the Council to make payments to its suppliers and receive payment from its customers in the first three quarters of the 2014/15 financial year

It was **RESOLVED** that

- a) The Committee **notes** the report

(e) Salary Apportionments

The Committee received a report of staffing costs across the service budget headings with the analysis of actual timesheet recorded between 7<sup>th</sup> July 2014 and 8<sup>th</sup> February 2015.

It was **RESOLVED** that:

- a) The Committee **notes** the report.
- b) The Committee **notes** the analysis will be continued to the end of the year and used as the basis for the following year's salary allocations.

(f) Internal Audit

The Committee received a copy of the Interim Internal Audit report for 2014/15.

It was **RESOLVED** that:

The Committee **notes** the report.

(g) Income and Expenditure to 31 December 2014

The Committee had received the report on Income and Expenditure to 31 December 2014, which included recommendations from the

Development and Leisure Committee for £70,000 worth of expenditure of New Homes Bonus for various projects.

The Town Clerk also asked the Committee to consider a request from the Museum for an increase in its grant of 1.6% which can be accommodated within the planned budget for 2015/16.

It was **RESOLVED** that:

- a) The Committee **notes** the income and expenditure to 31<sup>st</sup> December 2014.
- b) The Committee **notes** the previous virement of £5000 from Seed Warehouse expenditure (code 7399) to Castle Maintenance (code 7250)
- c) The Committee **approves** the additional virement of £5000 from Seed Warehouse expenditure (code 7399) to Castle Maintenance (code 7250)
- d) The Committee **authorises** the Town Clerk, in consultation with the Committee Chairman to approve remedial works to the external wall of the Castle's south wing to be funded from the Building and Maintenance Reserve.
- e) The Committee **approves** that £5000 be allocated from the New Homes bonus to fund Tourism and Town Signage.
- f) The Committee **approves** that £5000 be allocated from the New Homes Bonus to update the GoHertford website.
- g) The Committee **approves** that £20,000 be allocated from the New Homes Bonus to fund the initial set up costs and contingency for a Town Centre Wifi pilot scheme.
- h) The Committee **approves** that £40,000 be allocated from the New Homes Bonus to fund enhancement to finger post pedestrian signage and the creation of a Town Heritage Trail
- i) The Committee **approves** an uplift in the Museum's annual grant of 1.6%.

(h) Debtors

To note there are no debtors over 90 days.

The meeting closed at 2120