

MINUTES OF THE FINANCE, POLICY & ADMINISTRATION COMMITTEE
MEETING HELD ON MONDAY 13TH MARCH 2017 AT 7.30 PM IN THE ROBIN
ROOM, THE CASTLE, HERTFORD

PRESENT: The Mayor, Cllr Dr Linda Radford, in the Chair at the start of the meeting

Councillors: Mrs R Bolton, P Boyle, R Deering, Mrs S Newton, Dr L Radford and Miss J Sartin

IN ATTENDANCE: Cllr P Ruffles
Mr J Whelan, Town Clerk
Ms P Carpenter, Civic Administration Manager
Mr S Davies, Finance Manager
Two Members of the public

530. ELECTION OF CHAIRMAN

It was **RESOLVED** that:

Cllr Bob Deering be elected Chairman for the remainder of the Civic Year.

531. ELECTION OF VICE CHAIRMAN

It was **RESOLVED** that:

Cllr Mrs Sally Newton be elected Vice Chairman for the remainder of the Civic Year.

532. RECORDING OF MEETING

It was noted that no person present wished to record the meeting.

533. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Stevenson (Previous meeting)

534. DECLARATIONS OF INTEREST

Cllr L Radford	Personal	Agenda item 13 Grant Application Hertfordshire Festival of Music	Is a patron of the Hertfordshire Festival of Music
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535. THE MINUTES

It was **RESOLVED** that:

The Minutes of the Finance, Policy & Administration Committee meeting held on 3 January 2017 and 23 January 2017 be approved as a correct record and the Chairman be authorised to sign the same.

536. ACTION SHEET

Militia Colours

It was noted that investigations were continuing with Hertfordshire Archives.

Litter picking Initiative

It was confirmed that approximately 12-14 individuals had volunteered to 'adopt a street' for regular litter picking, but these were mainly centred in the Hornsmill area. The Committee requested that further advertising be carried out to encourage more people to take part.

It was **RESOLVED** that:

- a) The action sheet be received and noted.

537. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC

None.

538. COMMUNITY GRANT APPLICATION – HERTFORD TOWN FOOTBALL CLUB

An application had been received from the Hertford Football Club for £500 towards the cost of improved pitch maintenance, including drainage. The Committee noted that the Football Club was important in the local community and was happy to approve the request.

It was **RESOLVED** that:

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

539. COMMUNITY GRANT APPLICATION – COUNTRY BUS RALLIES

An application had been received from Country Bus Rallies for £570 towards the cost of the Classic Bus Days. The day had now been realigned to work alongside one of the Council's events and the Committee noted the bus rally brought an increase in visitors to the town. This payment would be made from the 2017/18 budget.

It was **RESOLVED** that:

The Committee **approves** a grant of £570

540. COMMUNITY GRANT APPLICATION – ROTARY CLUB OF HERTFORD

An application had been received from the Rotary Club of Hertford for £800 towards the cost of running Carnival at the Castle. The income and expenditure page of the completed grant application form was not clear and the Committee could not determine the application without further clarification of the income over expenditure.

It was **RESOLVED** that:

The Committee **defers** a decision on this application pending clarification of the income of the Carnival Committee and authorises the Town Clerk in association with the Chairman and Vice Chairman to ascertain the correct financial information.

541. COMMUNITY GRANT APPLICATION – HERTFORD MUSIC FESTIVAL

An application had been received from the Hertford Music Festival for £1200 towards the cost of PR services including marketing and advertising. The Committee noted that the festival was an important community event which brought a lot of people into the Town and the Council was happy to approve the grant request.

It was **RESOLVED** that:

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

542. COMMUNITY GRANT APPLICATION – HERTFORDSHIRE FESTIVAL OF MUSIC

An application had been received from the Hertfordshire Festival of Music for £1200 towards the cost of festival prospectus and hire of venues. This was a steadily growing event and increasing in popularity and the grant was therefore approved. This grant would be paid from the 2017/18 grant budget.

It was **RESOLVED** that:

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

543. COMMUNITY GRANT APPLICATION – MUDLARKS

An application had been received from the Mudlarks for £1200 towards the cost of running the Mudlarks Summer Scheme. The tremendous work of Mudlarks in the community was noted and as such the Committee was pleased to approve a grant towards the summer scheme.

It was **RESOLVED** that:

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

The Town Clerk was asked to issue a press release detailing the grants awarded at this meeting and to advertise the funding available during 2017/18.

544. PERSONNEL SUB COMMITTEE

The Committee received a copy of the draft minutes of the Personnel Sub Committee held on 30 January 2017.

It was **RESOLVED** that:

- a) The Committee **notes** the draft report of the Personnel Sub Committee held on 30 January 2017.

545. COURTYARD ARTS FUNDING REQUEST

The Committee considered a funding request for £10,000 from Courtyard Arts towards the cost of a proposed extension to the building.

The Committee was supportive of the plans for the future of Courtyards Arts and were happy to approve a payment of £10,000 in principle on the understanding that match funding would be secured from both East Herts Council and the Arts Council.

It was **RESOLVED** that:

The Committee **approves** funding of £10,000 from the New Homes Bonus in principle, provided match funding is approved from both East Herts Council and the Arts Council.

546. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

The Committee considered the annual review of the Standing Orders and Financial Regulations.

It was noted that these documents were reviewed and updated annually and only minor amendments had been suggested on this occasion.

Further minor alterations were made to the Standing Orders to reflect no smoking of e. cigarettes in meetings, and that reference to the Neighbourhood Plan Working Party become more general rather than referring specifically to the Sele Area.

It was **RESOLVED** that:

The Committee **recommends** the revised Standing Orders and Financial Regulations to the Town Council for adoption within the Constitution.

547. HERTFORD URBAN DESIGN STRATEGY MEMORANDUM OF UNDERSTANDING

The Committee received a draft of the Hertford Urban Design Strategy (“HUDS”) Memorandum of Understanding.

The Committee was very pleased to note that momentum was now gathering in the Steering Group of three Councils, with funding in place to make real improvements to the Wash/Maidenhead Street/ Bull Plain area of town.

The Memorandum of Understanding is designed for officers as a working document and was currently with officers at Hertfordshire County Council for approval, following earlier approval by officers at Hertford Town Council and East Herts Council. The project was being managed overall through the members of the Steering Group.

It was **RESOLVED** that:

The Committee **notes** the draft Memorandum of Understanding.

548. HERTFORD ARTS HUB FUNDING REQUEST

The Committee had received an application for seed funding of £40,000 from the Hertford Arts Hub. The Committee congratulated those involved with the Arts Hub project for their vision and acknowledged that the Arts Hub, if established, could be a future exciting asset for the town. The Committee noted that the project was at a very early stage and the Chairman advised that the Council must be prudent with its resources. As custodians of public money, the Council should seek to ensure that any money granted in the way of seed funding should eventually lead to something tangible. It was also noted, with approval, that the objective of the Arts Hub is to be revenue positive and that it may at some future date possibly generate significant revenues from the sale of very expensive artwork, in which case it may be appropriate for the Council to be reimbursed any seed funding contribution. The Committee noted that a property developer and East Herts Council had also been approached by the Arts Hub for funding such that any contribution by the Council should be on a matched funding basis.

It was **RESOLVED** that:

1. The Committee **approves** that the Council be prepared to commit up to £40,000 from the New Homes Bonus towards the cost of seed funding for the Arts Hub on a match funding basis with East Herts Council and the developer as the other 2 match funders, Hertford Town Council funds only to be released simultaneously with the other 2 funders releasing their matching contributions.
2. The Committee **approves** that Hertford Town Council to have full and equal branding with all other match funders.

3. The Committee **approves** that, in the event of the Arts Hub becoming sufficiently financially viable, (for example because it sells a work of art for a significant sum or generates a sufficient surplus of income over expense) any provision of funds by the Town Council will be on a contingent or 'soft' loan basis such that the loan will be repayable to the Council with interest, upon, but only upon, certain pre-agreed benchmarks being met. Formulation of the terms of the contingent loan to be delegated to a working group comprising the Leader and Deputy Leader of the Council, the Chairman and Deputy Chairman of the Committee and the Town Clerk.

549. **FINANCE**

(a) **Bank Reconciliations**

The Committee received the bank reconciliation summaries for December 2016 and January 2017.

It was **RESOLVED** that:

The Committee **notes** the bank reconciliation summaries for December 2016 and January 2017.

(b) **Payment Schedules**

The Committee received the payment schedules for December 2016 to February 2017.

It was **RESOLVED** that:

The Committee **notes** the payment schedules for December 2016 to February 2017.

(c) **Non Cheque Payments 2016/17**

The Committee received a schedule of the non-cheque payments made between December 2016 – January 2017.

It was **RESOLVED** that:

The Committee **notes** the non-cheque payments made between December 2016 and January 2017.

(d) **Debtor and Creditor Payment Times**

The Committee received a report detailing the time taken for the Council to pay its creditors and to receive payment from its debtors.

It was **RESOLVED** that:

The Committee **notes** the Debtor and Creditor Payment times.

(e) Cardholder Data Security Policy

The Committee received a proposed Policy as an appendix to the Financial Regulations for the protection of cardholder data obtained when processing customer receipts via the Council's Cardholder terminals.

It was **RESOLVED** that:

The Committee **recommends** the Cardholder Data Security Policy to the next meeting of the Full Town Council, for adoption within the Constitution.

(f) Treasury Management and Investment Strategy

The Committee reviewed the Treasury Management and Investment Strategy.

It was **RESOLVED** that:

The Committee **recommends** the revised Treasury Management and Investment Strategy to the Full Town Council for adoption within the Constitution.

(g) Internal Audit Report.

The Committee noted and reviewed the comments the interim report from Internal Auditor. The Committee was pleased to note the very positive observation by the Auditor.

It was **RESOLVED** that:

The Committee notes the interim report of the Internal Auditor.

(h) Income and Expenditure Report to 31 December 2016.

The Committee received a report outlining the Income and Expenditure to 31 December 2016.

It was **RESOLVED** that:

- a) The Committee **notes** the income and expenditure to the 30th December 2016.

550. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** that:

In view of the confidential nature of the following items, which relate to the business matters of other individuals and organisations, the public shall be

excluded while the following items are discussed. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972.

551. TAXI MARSHAL CONTRACT

The Committee received a report from the Town Clerk detailing the outcome of the procurement exercise undertaken for the provision of Taxi Marshals for 2017/18.

The Committee noted improvements to the contract and that Hertfordshire County Council would continue to be a co-signatory.

It was **RESOLVED** that:

- a) The Committee **notes** the report.
- b) The Committee **approves** the appointment of Bradzone Ltd to provide the Taxi Marshal Service for 2017/18.

552. HERTFORD CASTLE GROUNDS

The Committee received a report outlining the arrangements for the maintenance of the Castle Grounds.

The Council was keen to take over the full maintenance of the Castle Grounds and the Committee requested that the Leader of the Council and Chairman of Committee enter into discussions with East Herts Council.

It was **RESOLVED** that:

The Committee **delegates authority** to the Leader and Chairman to enter into discussions at East Herts Council.

553. DEBTORS OVER 90 DAYS

The Committee received a report outlining details of a debt outstanding over 90 days and that arrangement had been made for the debt to be paid in four instalments between March and June 2017.

It was **RESOLVED** that:

The Committee **notes** the report.

The meeting closed at 21:00