

MINUTES OF THE FINANCE, POLICY & ADMINISTRATION COMMITTEE
MEETING HELD ON MONDAY 26 JUNE 2017 AT 7.30 PM IN THE ROBING
ROOM, THE CASTLE, HERTFORD

PRESENT: The Mayor, Cllr Mrs S Dunkley, in the Chair at the start of the meeting

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

IN ATTENDANCE: Cllr P Ruffles (Part of meeting)
Cllr Mrs S Rutland Barsby (Part of meeting)
Cllr Mrs B Haddock (Part of meeting)
Mr J Whelan, Town Clerk
Ms P Carpenter, Civic Administration Manager
Mr S Davies, Finance Manager

115. ELECTION OF CHAIRMAN

Cllr R Deering was elected Chairman for the forthcoming Civic Year. The Chairman then took the chair for the remainder of the meeting.

116. ELECTION OF VICE CHAIRMAN

Cllr Dr L Radford was elected Vice Chairman for the forthcoming Civic Year.

117. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Mrs Newton

118. DECLARATIONS OF INTEREST

None			

119. THE MINUTES

The minutes of the Finance, Policy and Administration Committee meeting held on 26 March 17 were confirmed as a correct record of the proceedings and the Chairman authorised to sign same.

120. ACTION SHEET

Asset Register

It was confirmed that the Asset Register was almost complete but required the addition of new Cemetery equipment which had recently been purchased.

Castle Grounds

The Chairman confirmed that he would shortly open discussions with East Herts Council imminently.

It was **RESOLVED** that:

- a) The action sheet be received and noted.

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

None.

122. FINAL INTERNAL AUDIT REPORT 2016/17

The Committee received the final report of the Internal Auditor for 2016/17 and was pleased to note the clean audit and passed on its appreciation to the Finance Manager.

It was confirmed that work was continuing to open a Mayor's Charity Appeal account, although this was currently proving difficult.

A question regarding the security of keeping all of the Council's funds in one bank was discussed and the Committee requested information regarding the appropriateness of opening several bank accounts or insuring the risk. The Finance Manager would investigate.

It was **RESOLVED** that:

The Committee **notes** the report.

123. YEAR END ACCOUNTS 2016/17

The Committee received full details and explanations of the Year End Accounts 2016/17 and the Finance Manager advised members that at year end there was a £200,000 budget surplus.

It was **RESOLVED** that:

- a) The Committee **approves** the end of year financial statements as a fair and accurate record of the Council's financial position at the 31st March 2017.
- b) The Committee **recommends** that the Town Council approve the Annual Governance Statement and the Accounting Statement in the Annual Return for 2016/17.

- c) The Committee **approves** that a balance of £3,799 should be added to the Community Grants budget (code 7180) for 2017/18 which was the unspent budget remaining at the end of the year.
- d) The Committee **approves** that a balance of £26,320 should be transferred from the General Reserve to the Building Maintenance Reserve this being the unspent balance of budgets for Castle Capital Expenditure (code 7299) and Seed Warehouse Capital Expenditure (code 7399).
- e) The Committee **approves** that an additional balance of £5,000 be added to budget code 7099 for anticipated election expenses.
- f) The Committee **approves** that an additional balance of £1,400 be added to the Castle Health & Safety budget (code 7260) for the required risk assessments to be undertaken.
- g) The Committee **approves** that an additional balance of £1,400 be added to the Seed Warehouse Health & Safety budget (code 7350) for the required risk assessments to be undertaken.
- h) The Committee **approves** that an additional balance of £700 be added to the T&TIC Health & Safety budget (code 6198) for the required risk assessment to be undertaken.
- i) The Committee **approves** that an additional balance of £1,650 be added to the Cemetery Health & Safety budget (code 5335) for the required risk assessment to be undertaken.
- j) The Committee **approves** that an additional balance of £5,000 be added to the Downshire Suite Administration budget (code 6200) for additional overtime that may be required. This allows for up to 30% growth on 2016/17.
- k) The Committee **approves** that an additional balance of £5,000 be added to the Downshire Suite Caretaking budget (code 6210) for additional overtime that may be required. This allows for up to 30% growth on 2016/17.

The Personnel Sub-Committee recommends that:

- l) The Committee **approves** that an additional balance of £3,107 be added to the Staff Training budget (code 7015) for training needs identified for 2017/18.

The Community Services Committee recommend that:

- m) The Committee **approves** that the unspent balance of £2,387 in budget code **5030** (Allotment maintenance) be carried forward to fund the purchase of plot markers at Cromwell Road.
- n) The Committee **approves** that the unspent balance of £6,679 in budget code **5120** (War Memorial) be carried forward to fund the re-lettering of inscriptions on the Memorial.
- o) The Committee **approves** that the unspent balance of £10,100 in budget code **5240** (Churchyard maintenance) be carried forward to fund works that might be required in the current year.
- p) The Committee **approves** that the unspent balance of £9,318 in budget code **5250** (Churchyard trees) be carried forward to fund works that might be required in the current year.
- q) The Committee **approves** that the unspent balance of £7,797 in budget code **5340** (Cemetery maintenance) be carried forward to fund works that might be required in the current year.
- r) The Committee **approves** that the unspent balance of £8,630 in budget code **5342** (Memorial repairs) be carried forward to fund repairs to “at risk” memorials in St Leonards and All Saints Churchyards.

The Development and Leisure Committee recommend that:

- s) The Committee **approves** that the unspent balance of £3,104 in budget code **6037** (Town Centre Hanging Baskets) be carried forward to cover the cost of testing of the support brackets which took place in February 2017.
- t) The Committee **approves** that the unspent balance of £3,291 in budget code **6050** (Town Centre CCTV) be carried forward to cover the additional monitoring & maintenance charges for the new camera that was installed in April 2016.

It was confirmed that following the approvals above the balance of the General Reserve is £419,216.

General Reserve	419,216
Building Maintenance Reserve	148,598
CCTV Maintenance Reserve	35,167
Election Reserve	25,113
New Homes Bonus Reserve	603,736
LCTS Grant Reserve	62,996
Pinehurst Community Area Reserve	15,950
TOTAL RESERVES	1,310,776

Note: The Committee adjourned at 8.00pm to allow the Town Council to meet to approve the Year End Accounts.

The Committee reconvened at 8.05 pm.

124. COMMUNITY GRANT APPLICATION – EAST HERTS DIVERSIONARY ACTIVITIES

An application had been received from East Herts Diversionary Activities towards the cost of the 2017 programme of activities for young people. The Committee requested that the Council's contribution to the project be acknowledged on all publicity material through the use of the Council logo.

It was **RESOLVED** that:

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

125. COMMUNITY GRANT APPLICATION – HERTFORD INTERNATIONAL CONCERT SERIES

An application for a grant of £1200 from Hertford International Concert Series towards the cost of performers' fees. The Committee requested that the organisers give consideration to offering concessions on ticket prices to children, and further requested that the Council's contribution be recognised on all publicity material through the use of the Council logo.

It was **RESOLVED** that:

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

126. COMMUNITY GRANT APPLICATION – SELE FARM WOMENS' CLUB

An application for a grant of £500 had been requested to assist with funding towards the cost of two events to celebrate 60 years.

It was **RESOLVED** that:

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

127. PERSONNEL SUB COMMITTEE

A copy of the minutes of the Personnel Sub Committee held on 30 May 2017 had been circulated to the Committee.

It was **RESOLVED** that:

The Committee **notes** the report of the Personnel Sub Committee held on 30 May 2017.

128. PROGRESS ON COUNCIL OBJECTIVES

The Committee received a report detailing the progress the Committee has made towards meeting its objectives for 2016-19.

It was requested that this item appeared on all future Committee agenda and on Full Town Council agenda.

The Town Clerk was asked to invite the new Neighbourhood Police Sergeant to attend a future meeting of the Town Council for informal discussions regarding Policing priorities.

The litter picking initiative was noted as being successful but Officers were asked to keep momentum in the scheme going through further publicity, including through Social Media and printing of flyers.

It was **RESOLVED** that:

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

129. FLAG FLYING POLICY

The Committee received a revised draft of the Flag Flying Policy. The Committee added minor additional amendments regarding flag flying on the notification of a death of an individual listed in the document given that this could be different to the date of death.

It was **RESOLVED** that:

- a) The Committee **recommends** the adoption of the revised Flag Flying Policy to the next meeting of the Full Town Council for adoption within the Constitution

130. CHILDREN AND VULNERABLE ADULTS SAFEGUARDING POLICY

The Committee received a report recommending amendments to the Safeguarding Policy which are more stringent than those originally adopted, and follows requirements set out by Hertfordshire County Council

It was **RESOLVED** that:

The Committee **recommends** to Full Town Council the changes to the Safeguarding Policy.

131. **FINANCE**

(a) **Bank Reconciliations**

The Committee received the bank reconciliation summary for February, March and April 2017.

It was **RESOLVED** that:

The Committee **notes** the bank reconciliation summary for February, March and April 2017.

(b) **Payment Schedules**

The Committee received the payment schedules for March, April and May 2017.

It was **RESOLVED** that:

The Committee **notes** the payment schedules for March, April and May 2017.

(c) **Non Cheque Payments Second Half Year 2015/16**

The Committee received a schedule of Direct Debit and BACs payments made from February – April 2017.

It was **RESOLVED** that

- a) The Committee **notes** the schedule of Direct Debits and BACs payments from February – April 2017.

132. **EXCLUSION OF PRESS OF PUBLIC**

It is recommended that in view of the confidential nature of the following item, which relates to the business matters of other individuals and organisations, the public shall be excluded while the following item is discussed. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972.

133. **PAST DUE DEBTOR**

It was **RESOLVED** that:

The Committee **notes** the repayment plan of a debtor over 90 days.

134. **STAFF RESTRUCTURING**

The Committee **recommends** the Revised Staff Structure chart to Full Town Council for adoption within the Constitution.

The meeting closed at 9.10pm