

MINUTES OF THE FINANCE, POLICY & ADMINISTRATION COMMITTEE
MEETING HELD ON MONDAY 16 OCTOBER 2017 AT 7.30 PM IN THE ROBIN
ROOM, THE CASTLE, HERTFORD

PRESENT: Cllr R Deering, in the Chair

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

IN ATTENDANCE: Mr J Whelan, Town Clerk
Ms P Carpenter, Civic Administration Manager
Mr S Davies, Finance Manager
Dr M Iancu – Project officer

326. RECORDING OF MEETING

It was established that no person present wished to record the meeting

327. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Mrs Newton (unwell)

328. DECLARATIONS OF INTEREST

Cllr Boyle	DPI	Agenda item 10 – Grant Application CHIPS	Cllr Boyle is employed by the organisation
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329. THE MINUTES

It was **RESOLVED** that:

The Minutes of the Finance, Policy & Administration Committee meeting held on Monday 26 June 2017 be approved as a correct record and the Chairman authorised to sign the same.

330. ACTION SHEET

Asset Register

It was noted that the Asset Register was continually evolving and should therefore be taken off the action sheet for future meetings.

It was **RESOLVED** that:

- a) The action sheet be received and noted.

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

None.

332. COMMUNITY GRANT APPLICATION – HERTFORD HORTICULTURAL SOCIETY

An application had been received from The Hertford Horticultural Society towards the cost of the annual flower show.

It was **RESOLVED** that:

The Committee **approves** a grant of £300

333. COMMUNITY GRANT APPLICATION – ELLA WANSELL

An application had been received from the above individual for funding towards her training as a GB 200m sprinter. The Committee was happy to approve a grant of £500 but requested that the Council be kept informed of Ella's progress. It was also recommended that an application be made to the Ron Pickering Memorial Fund, a charity involved in providing grants to promising athletes.

It was **RESOLVED** that:

The Committee **approves** a grant for £500.

334. COMMUNITY GRANT APPLICATION – EAST HERTS CITIZENS ADVICE SERVICE

An application had been received from the East Herts Citizens Advice Service for funding towards 8 new computers. The Committee was disappointed to note that neither Bishop's Stortford Town Council nor Ware Town Council provided funding to the East Herts Citizens Advice service and the Town Clerk was asked to seek an explanation as to why those Councils chose not to provide funding.

It was **RESOLVED** that:

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

335. COMMUNITY GRANT APPLICATION – CHILDREN'S INTEGRATED PLAYSCHMES

An application had been received from Children's Integrated Play schemes for £1120 towards the cost of the Christmas Party and craft and cooking skills.

It was **RESOLVED** that:

The Committee **approves** a grant of £1,120.

Note: Having previously declared a DPI, Cllr Boyle left the room during the discussion on this item.

336. PERSONNEL SUB COMMITTEE

A copy of the minutes of the Personnel Sub Committee held on 4 September 2017 had been circulated to the Committee.

It was **RESOLVED** that:

- a) The Committee **notes** the report of the Personnel Sub Committee held on 4 September 2017.

337. REVIEW OF THE CIVIC LIST

The Committee received a report outlining the various bodies and individuals included on the Civic List which had been subject to an initial review by officers and selected members.

The Committee requested additions to the list which included Sure Start Centres and Youth Connexions and recommended removal of Youth Town Cllrs and Waitrose.

The Mayor elect was able to recommend prefer businesses for their year of office and it was requested that the sponsors list was updated.

It was **RESOLVED** that:

The Committee **notes** the review of the Civic List.

The Committee **adopts** the Civic List for the next year with amendments as above.

338. OBJECTIVES 2016-2019

Adopt a Street Litter Picking

The regular advertising of the Adopt a Street litter picking scheme was seen as important and that regular social media updates should continue.

Police Priorities

The Town Clerk was requested to ascertain whether the Police priorities had been set for the coming year and if so what was included.

Carbon footprint and sustainability

It was requested that computer screens be replaced with the most energy efficient versions when they are due for renewal, and that action was taken to ensure all screens and computers were turned off overnight.

It was **RESOLVED** that:

The Committee **notes** the progress made on the Objectives 2016-2019

339. COURTYARD ARTS FUNDING REQUEST

The Committee received a report recommending a proposed change to the Council's resolution in March 2017 that a £10,000 grant be issued to Courtyard Arts on the basis of match funding by both East Herts Council and the Arts Council. It had now become clear that Arts Council funding would not be forthcoming, but given that East Herts Council had provided similar funding, the stipulation could be removed to exclude the requirement for Arts Council funding.

It was **RESOLVED** that:

- a) The Committee **notes** the report.
- b) The Committee **approves** removal of the stipulation that matched funding is required from the Arts Council as a requirement of releasing the £10,000 grant to Courtyard Arts

340. MILITIA COLOURS

The Committee received a report on the progress made in seeking advice regarding the conservation of the Militia Colours currently stored at Hertford Museum.

Several organisations had been approached to ascertain interest in the Militia Colours and to seek advice on future storage arrangements, however not much interest had been forthcoming.

The Council was generally of the opinion that the Colours should be on display and that relevant churches should be approached to ascertain whether they would be interested in taking the Colours, and in particular, All Saints' Church was recommended for consideration. Whilst it was noted there could be public liability insurance liabilities, the Committee requested that further investigations take place to seek the interest of the Churches. It was requested that a report on progress be presented to the next meeting of the Committee.

It was **RESOLVED** that:

- a) The Committee **notes** the report.
- b) The Committee **approves** that the Churches relevant to the various Colours be approached to ascertain their interest in taking the flags.

341. **GOVERNANCE OF COUNCIL BUDGET SETTING**

The Committee received a report outlining the process for the Council's budget setting processes and the components included.

The level of New Homes Bonus was noted and the need to consider allocations of expenditure was considered important.

Three substantial projects were currently on the table awaiting further investigation, a riverside walkway, a drinking fountain in the Town Centre and refurbishment of the Ashley Webb Shelter. The Town Clerk was requested to draw up a feasibility brief with costings for each of these projects to enable the Council to understand how much funding could be allocated. A visualisation of the Riverside Walkway was also requested.

The Town Clerk was also requested to develop an allocations framework

It was **RESOLVED** that:

- a) The Committee **notes** the report.
- b) The Committee **requests** the Town Clerk to provide a feasibility brief with costings for the three projects currently recommended for funding under the New Homes Bonus.
- c) The Committee **requests** the Town Clerk to develop an allocation framework

342. **FINANCE**

(a) **Bank Reconciliations**

The Committee received the bank reconciliation summaries for June, July, August and September 2017.

It was **RESOLVED** that:

The Committee **notes** the bank reconciliation summaries for June, July, August and September 2017.

(b) **Payment Schedules**

The Committee received the payment schedules for June, July, August and September 2017.

It was **RESOLVED** that:

The Committee **notes** the payment schedules for June, July August and September 2017.

(c) Past due debtors

The Committee noted that there were no debtors over 90 days.

(d) Non Cheque Payments

The Committee received a schedule of the non-cheque payments for the period June – September 2017.

It was **RESOLVED** that:

The Committee notes the non-cheque payments made for the period June – September 2017.

(e) First Quarter Income and Expenditure 2017/18

The Committee received a report detailing the first quarter income and expenditure for 2017/18.

The Committee recognised the need for enhanced recycling facilities at the Castle but expressed concern regarding the siting of the bin and the fire risk. The Committee approved the increase in the budget but wished to ensure officers carefully considered the appropriate location to site the bin.

It was **RESOLVED** that

- a) The Committee **notes** the first quarter income and expenditure for 2017/18
- b) The Committee **approves** a new budget provision for secure shredding and recycling of paper and glass, plastics and cardboard. Suggested budget code 7246 (Castle recycling) and budget provision for 2017/18 £800 and £1630 for 2018/19.

(f) Financial Risk Assessment

The Committee received a copy of Financial Risk Assessment for 2017/18.

It was **RESOLVED** that:

The Committee **recommends** the adoption of the Financial Risk Assessment for 2017/18, to Full Town Council.

(g) Final External Audit report for 2016/17

The Committee received a copy of the final external audit report for 2016/17 and was pleased to note there were no matters of concern.

It was **RESOLVED** that:

The Committee **recommends** the final external audit report and certificate for 2016/17 to the Full Town Council.

(h) Draft Budget 2018/19

The Committee received a copy of the first draft of the budget for the Council for 2017/18, which required further investigation and budget prices.

It was suggested a further sum of around £15,000 be included in the budget for 2017/18 to address the new Data Protection Regulations and in this regard the Town Clerk was requested to present a Policy to the next meeting of the Committee on 2 January 2017.

- (a) The Committee **notes** the draft budget; and
- (b) The Committee **notes** the proposed optional projects for inclusion in the budget to which the Committee will give final approval on 2 January 2017.
- (c) The Committee **adopts** a balance of £200,000 as a prudent minimum general reserve for 31 March 2019 when considering the calculation of the Precept for 2018/19.
- (d) The Committee **requests** the Town Clerk presents a Policy on GDPR at the next meeting of the Committee on 2 January 2017.

The meeting closed at 9.20 pm