**MINUTES OF A MEETING OF THE**

**FINANCE & GENERAL PURPOSES COMMITTEE**

**Held on Wednesday 28th September 2016**

Present: Councillor Mrs E Blezard

Councillor F D Jones

Councillor Mrs H W Jones

Councillor B Mayne

Councillor Mrs P Mayne – Vice-Chairman

Councillor Mrs C Moran, BEM

Councillor R Seal

Councillor B Smith – Chairman

Councillor A Wassell

**19. Welcome and Apologies.**

The Chairman welcomed everyone to the meeting. Members’ apologies for their inability to attend were recorded in the apology book.

**20.** **Members Declarations of Interest.**

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item(s) in which they had an interest.

The following Declarations were made:

Councillor F D Jones

Non Pecuniary Interest

The KOYLI Memorial Donation – Member of the KOYLI Association.

**21.** **Public Bodies (Admission to Meetings) Act 1960.**

There were no items of a confidential nature from which the public and press were required to be excluded.

**22. Minutes**

RESOLVED that the minutes of a meeting of the Finance & General Purposes Committee held on Wednesday 18th May 2016 (Minute Numbers 1-18; Pages 1-8) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs C Moran, BEM / Seconded by Councillor Mrs P Mayne)

Matters arising from the minutes:

Youth Activity Fund Application Pack:

The Town Clerk circulated a copy of the new Youth Activity Fund Application Pack which had been compiled following the last meeting of the Finance Committee. Members asked how often people could apply to the scheme and it was agreed that provided that it was for different events they could apply once per round and there would be two rounds per year. It was suggested that once the fund had been exhausted that the Finance Committee should give consideration to topping up the budget at a future meeting.

RESOLVED that the Youth Activity Fund Application Pack be approved and that advertising in the Normanton Advertiser should begin with a view to a closing date at the end of November and again at the end of May.

The Well Project Funding:

Members requested that the consideration to providing financial support to The Well Project be deferred pending further information being obtained and a new chairman being appointed.

**23. Budget Review 2016/17**

The Town Clerk circulated a report setting out the income and expenditure for each of the budget headings, including an actual for the last financial year, an actual for the year to date, the current budget, the budget remaining and the percentage of budget used along with a three-page summary detailing any concerns on the different budget headings. It was reported that there were no major concerns over any of the budget headings and members were satisfied that the accounts had been prepared appropriately.

It was suggested that to enable the Allotments Committee to respond faster to issues that the Allotments Committee be given delegated authority to spend up to its budgetary limits. The current system of waiting for the Finance Committee and then full Council were causing significant delays in being able to respond to issues on site. Members were supportive of this recommendation and asked that it be considered at the next meeting of the Town Council.

RESOLVED that the Budget Review document be received and the contents noted.

**24. Woodhouse Community Centre - Repairs and Maintenance**

The Town Clerk brought forward recommendations from the Property Management Committee for a number of repair and maintenance issues. The quotes had already been considered by the Property Committee and put forward for approval by Finance.

1. Replacement of the Handrail on the emergency exit to be undertaken by WDH at a cost of £1404.00,
2. Electrical work for the replacement of two light switches to be carried out by WDH at a cost of £97.92,
3. Refuse Collection, a quote was circulated for the increase in size of the waste bin at the Community Centre. It was agreed that a larger bin should be leased at an additional cost of £54.00 per year.
4. Grit Bin - members agreed that a grit bin was required and that WMDC be contacted to see if they have a spare grit bin, if not one would be purchased from Reece Safety at a cost of £71.00.

The Town Clerk had previously been asked to obtain quotes for additional work surfacing and cupboards at the Community Centre, however this was felt to be inappropriate at the present time. It was, however, suggested that quotes be obtained for replacing the work surfaces at the Community Centre, which would be brought to a future meeting.

**25. Woodhouse Community Centre - Legionella Management Policy**

A quote was submitted by Bradley Environmental following the recent risk assessment at Woodhouse Community Centre for a professional Legionella Management Policy to be prepared at a cost of £147.00.

RESOLVED that this quote be approved.

**26. Ellins Terrace Allotment - Asbestos Removal**

RESOLVED that the quote from WDH at a sum of £805.00 be approved for the removal and disposal of Asbestos waste at Ellins Terrace Allotments

**27. KOYLI Memorial Donation**

RESOLVED that a donation of £500.00 be awarded to the KOYLI Memorial to provide a memorial to the King’s Own Yorkshire Light Infantry to be located in Doncaster.

**28. Facilities Booking Software**

The Town Clerk circulated a report on the Facilities Booking Software from RBS. It was reported that this software could be used not only to manage the bookings at the Community Centre but also future bookings of the Town Hall, the management of the markets and possibly the Gala and other events. Members were supportive of the purchase of the software because it could be used for a variety of different purposes.

RESOLVED that the purchase of the Facilities Booking Software be approved at a cost of £1245.00 from Rialtas Business Solutions with an ongoing annual support and maintenance cost of £270.00 per year.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.