**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE**

**Held on Friday 25th May 2018 at 10:30am at Normanton Town Hall**

Present: Councillor B. Mayne

 Councillor Mrs P. Mayne – Vice-Chairman

 Councillor Mrs C. Moran, BEM

 Councillor Mrs M. Vickers

 Councillor A. Wassell

**1. Welcome and Apologies**

In the absence of the Chairman, the Vice-Chairman welcomed everyone to the meeting.

Members apologies for their inability to attend were recorded in the apology book.

**2. 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 have an interest.

There were no declarations made.

**3. 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.

**4. Minutes**

RESOLVED that the minutes of a meeting of the Finance and General Purposes Committee held on Wednesday 31st January 2018 (Minute Numbers 34 - 44; Page Numbers 14 - 17) be received as a true record and the contents contained therein be approved.

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

**5. Budget Review 2018**

The Town Clerk circulated a written report on the financial year end along with the detailed income & expenditure report.

Expenditure for the year was £284,396 with income of £219,516 – a copy of the Income & Expenditure Account is attached to these minutes as Appendix A.

It was noted that significant savings had been made due to the transfer of the Town Hall not yet being complete and as such there was a saving of £82,816 against budgeted expenditure.

It should be noted that the budget proposed to utilise £19,642 from balances so the actual increase in balances was £64,880.

Consideration was given to maintaining a reasonable general reserve of around £160,000.

Members considered how to utilise the remaining £44,000 with earmarked reserves.

It was suggested that the Allotments should also have an earmarked reserve for emergency issues.

RESOLVED that the report be received and that the earmarked reserves be increased as follows:

1. Elections – increase by £9,000 to £29,000 in anticipation of the 2019 elections;
2. Woodhouse Centre – increase by £5,000 to £15,000;
3. Town Hall – increase by £20,000 to £60,000;
4. Allotments – new reserve of £10,000.

**6. External Audit**

The Town Clerk circulated a full copy of the submission to the External Auditors for members information prior to it being submitted to Council on 5th June 2018.

RESOLVED that the External Audit submission be received and the contents noted.

**7. Internal Audit**

The Town Clerk circulated the report of the Internal Auditor following the year end inspection.

Members noted the comments raised in the report including:

1. GDPR;
2. Banking Arrangements – Recommendation to use a cash collection service where needed due to issues at the Post Office;
3. Staff Workloads – to be kept under review due to sickness levels.

RESOLVED that the report be received and the contents noted and that Barclays Bank Collection Service would be used on a monthly frequency as needed.

**8. Budget 2018/19**

The Town Clerk circulated a revised budget for the 2018/19 financial year following the year-end figures being finalised.

The revised budget provided for an additional £3,000 expenditure and a reduction of £432.40 in income.

The total budget for the 2018/19 financial year would therefore be:

Expenditure - £322,555.88

Income - £17,177.20

Shortfall of £25,078.68 to be taken from the general reserve.

RESOLVED that the report be received and the revised budget be received and approved.

**9. Risk Management**

The updated Risk Management Assessment was circulated and considered.

RESOLVED that the Risk Management Assessment be received and approved.

**10. Community Infrastructure Levy**

It was reported that the CIL report had been prepared and would be circulated to Council on 5th June.

It was reported that a payment of £3,819.75 had been received in April which would form part of the 2018/19 report.

RESOLVED that the report be received and the contents noted.

**11. GDPR**

The Town Clerk circulated a written report on the work that had been undertaken to ensure compliance with GDPR which came into force on 25th May 2018.

There had been a significant amount of work undertaken and the Town Clerk was thanked for her work on this project.

The Town Clerk asked members to consider some small elements of expenditure to ensure that the Town Council could continue to comply with best practice around Data Protection.

RESOLVED that the report be received and the contents noted and that:

1. All GDPR policies be submitted to Council for approval;
2. 4 lockable filing cabinets be purchased at a cost of £396.00;
3. Shredall be appointed to deal with confidential waste at a cost of £240.00 per year.

**12. Hanging Baskets**

Members considered a quote for Hanging Baskets for the summer season and also received a verbal report on the testing costs for lamp post columns which was likely to be passed on to Town and Parish Councils. The cost of the testing was likely to be in the region of £1,800 per year and this had not been included in the current budget.

Members understood that the streetlighting provider could not be expected to pay the full cost of testing and accepted that the costs would have to be paid if the Hanging Baskets were to continue.

RESOLVED that the report be received and that First Impressions be awarded the Hanging Basket contract at a cost of £6,074.30.

**13. Town Council Charges**

The Town Clerk was asked at a previous meeting to prepare a review of all Town Council charges.

A report was prepared showing the current charges along with an indication of when they were last increased.

Members reviewed all the charges and agreed to keep them at the same level.

RESOLVED that the report be received and the contents noted and that no price increases be imposed at this stage

**14. Wakefield Bondholders**

Members considered becoming members of the Wakefield Bondholders Scheme which was a business to business networking initiative.

The cost was £247 plus £15/m per attendee.

Members did not feel that it would be of benefit to the Town Council at this stage.

RESOLVED that the report be received and that membership to Bondholders be declined.

**15. Legionella Testing**

Members considered a quote for professional services in relation to Legionella Testing at Woodhouse Community Centre.

RESOLVED that the contract for 2018/19 be awarded to Expert Water Services at a cost of £300.00 per year.

**16. Electrical Testing**

The Town Clerk reported that the five yearly electrical testing was due at Woodhouse Community Centre.

A quote had been obtained from Microlynx for the electrical testing and blanking off work that had already been identified through the Property Committee.

RESOLVED that Microlynx be awarded the contract for electrical testing at a cost of £300.00.

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