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

**Held on Friday 25th January 2019 at 11:00am at Normanton Town Hall**

**Present:** Councillor Mrs H.W. Jones

Councillor B. Mayne

Councillor Mrs P. Mayne – Vice-Chairman

Councillor Mrs A. Moran

Councillor Mrs C. Moran, BEM

Councillor R. Seal

**Absent:** Councillor Mrs E. Blezard, Councillor Mrs M. Vickers, Councillor A. Wassell

**25. Welcome and Apologies**

The Vice-Chairman welcomed everyone to the meeting. Members apologies were received and approved on behalf of:

Councillor Mrs E. Blezard, Councillor Mrs M. Vickers, Councillor A. Wassell.

The Town Clerk referred to the passing of Councillor Barry Smith in August. Councillor Smith had been the Chairman of the Finance Committee for many years and members gave thanks for his work, support and guidance.

**26. Members Declarations of Interest**

Members were reminded to declare an interest on any item on the agenda in which they had an interest which was not already declared on their register of interests form.

There were no declarations made.

**27. Minutes**

RESOLVED that the minutes of a meeting of the Finance & General Purposes Committee held on Friday 20th July 2018 (Minute Numbers 17-24; Pages 6-7) be received and the contents contained therein be approved.

(Proposed by Councillor Mrs C. Moran, BEM / Seconded by Councillor Mrs H.W. Jones)

**28. Small Grants Scheme**

Members considered a number of applications.

RESOLVED that the following awards be made:

Alice Bacon Memorial Trust - £400

All Saints Church - £500

Altofts Scouts - £200

Altofts Bowling Club - £250

Bronte Barbarians - £300

Friends of Altofts Library - £400

Friends of Haw Hill Park - £400

Friends of Lee Brigg School - £300

Friends of Normanton Library - £300

Normanton Knights - £300

Normanton Lions Club - £385

Normanton Musical Theatre Society - £295

Normanton Sports Acro - £300

Spectrum Drama - £290

St John’s Cricket Club - £380

**29. Youth Activity Fund**

Members considered a number of applications.

RESOLVED that the following awards be made:

Spectrum Drama - £100

Normanton Musical Theatre Society - £100

Normanton Knights U 12s - £100

Altofts Scouts - £100

Bronte Barbarians - £100

Friends of Lee Brigg School - £100

Friends of Normanton Library - £100

Normanton Knights - £100

Normanton Knights U8s - £100

Normanton Sports Acro - £100

**30. Budget Review 2018/19**

A detailed report was presented to Month 9 of the current financial year along with cash books for months 7-9.

Members were pleased with the performance against budget.

It was noted that there was likely to be some additional expenditure for Operation London Bridge and the Town Clerk was authorised to spend up to £1,000 to prepare the necessary equipment.

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

1. The Town Clerk be authorised to spend up to £1,000.00 on the items required for Operation London Bridge.

**31. Budget and Precept 2019/20**

A detailed report was presented on the draft budget and precept for 2019/20.

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

1. The recommendation to Council is for a precept of £289,600 which represents a 1.98% increase.
2. The shortfall of £13,036.50 would be taken from balances.

**32. Risk Management Assessment**

RESOLVED that the Risk Management Assessment be received and noted.

**33. Hanging Baskets 2019**

A report was circulated setting out recommendations from First Impressions for the Summer 2019 and Spring 2020 Hanging Baskets.

RESOLVED that the report and recommendations be received and that:

1. First Impressions be awarded the contract for Hanging Baskets for the 2019/20 financial year.
2. A concerted effort be made to increase sponsorship of Hanging Baskets.

**34. Health and Safety**

A report was presented on the ELAS Health and Safety Service with associated costs.

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

1. A Health and Safety contract with ELAS be agreed for a period of three years at £155/m.

**35. Computer and IT Services**

A report was presented on IT back-up solutions and some additional Display equipment.

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

1. The SharePoint and VEEAM backup solution be agreed with Blue Logic;
2. A Tablet and TV screen be purchased to replace the projector and laptop.

**36. CCLA Investment**

Members considered a report on CCLA and agreed that there may be merit in investing some balances in a higher yield account.

Members suggested that a meeting with CCLA would be useful.

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

1. A meeting be held with CCLA in twelve months’ time to discuss the proposals in more detail.

**37. Elections**

A report was presented on costs for the upcoming elections.

RESOLVED that the report be received and the contents noted.

**38. Normanton Second-Hand Market**

A report was circulated which set out uptake of the Second-Hand Market and associated costs. Members felt that the Town Council should continue to do all it can to support the local market.

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

1. The Town Council continue to administer and advertise the Second-Hand Market.

**39. Community Infrastructure Levy**

RESOLVED that the report on CIL income be received and the contents noted.

**40. Website**

A verbal report was presented on the management of the website which would become chargeable from July 2019.

The costs for ongoing management were already included in the budget.

Members did not feel that the business database was working as they had wanted and suggested that it is removed to save costs.

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

1. Further consideration be given to the website at the next meeting.

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