

Finance and Personnel Committee

Minutes of a meeting held on Wednesday 29th November 2017, held at 7.00pm in the Town Hall, Market Deeping. Cllr Mrs Redshaw (Chairman) presided over Cllr's Brookes, Broughton Shelton & Stephenson. Three members of the Gang Show and the Clerk were also in attendance

17. Chairman's Welcome

The Chairman welcomed all to the meeting

18. Apologies for Absence

Apologies for absence were received and accepted from Cllr Miss Collins

19. Declarations of Interest

There were no declarations of interest

20. Grant Aid applications – including presentations by applicants

Cllr Mrs Redshaw welcomed the members of the Gang Show and asked them to inform the members about their request for a grant. The members explained how the Gang Show had less children involved this year and that there would only be three performances. After hearing about the Gang Show it was proposed by Cllr Broughton, seconded by Cllr Shelton and **RESOLVED** unanimously to donate £500 grant aid to the Gang Show.

No representative of the Bowls Club was present so it was agreed to move this grant aid to the next Finance & Personnel meeting and to ask a representative to attend.

21. Notes of minutes from the Finance & Personnel Committee meeting Wed 6th September 2017

Cllr Mrs Redshaw asked the committee if they were to accept the minutes of the meeting dated Wednesday 6th September 2017. It was proposed by Cllr Stephenson, seconded by Cllr Shelton and **RESOLVED** unanimously that the minutes could be signed as a true and accurate record of the meeting. The minutes were signed accordingly.

22. Matters Arising / Clerk Verbal Update

The Clerk gave the following update:

- A representative of the Scout Group had attended a Council meeting and informed the Council of their future plans with the Scout hut
- The PA system had been lent to the library and returned with no problems or faults
- The requested amendments to the financial regulations had been done
- The requested amendments had been made to the risk assessment and the equality policy. The staff handbooks had been received and given to all members of staff
- Peninsula had been informed that the Council would remain with their current HR support

23. Correspondence

No correspondence had been received

24. Grant Aid Payments

These were discussed under agenda item 20

25. Review of Earmarked reserves

The Clerk informed members that currently there was £69,123.27 in earmarked reserves and £49,190 in general reserves. Members were told that at the end of the financial year there may be more items that will need to be placed in earmarked reserves and it was agreed to wait until then before a decision was made on these.

26. Council Finances

The Clerk had issued members with an update on the Council Finances. She explained that spending was currently within budget. Members were asked if there were any questions.

27. Update on Budget Planning for 2018/19 to include the budget setting for administration

The Clerk had issued members with a draft of the current precept. She explained that the provisional budget included a budget for future elections. After a discussion it was agreed to include this for 2018/19. She explained that since it looked like the contingency for AOS and the grass cutting budget would not be spent in 2017/18 this could be used in the next financial year to reduce the budget by £7,000. It was agreed to accept the draft precept of £215,461, minus £7,000 underspend making a total draft precept of £208,461. This would increase the Band D council tax for this Council by 1% or £0.89 per household

28. For members to receive a report from the Internal Auditor

Members had been issued with a report prior to the meeting from the internal auditor.

- Bank Statements and Reconciliations to Omega
Printed copies of bank statements for each bank account covering the period to 31st October have been seen. The Omega bank reconciliation reports have also been seen and the balance at each month-end agreed to the balance shown on the bank statement.
Both bank statements and Omega reconciliation reports are awaiting verification by council.
- Payments to Suppliers
Various supplier invoices have been reviewed at random, the majority having been signed off and payments made correctly. However, a number of invoices are unsigned or have only been signed by one member of council rather than two. The Clerk is aware and arranging for missing signatures to be obtained.
- Income
Income shown on bank accounts has been recorded on the summary reports submitted to Full Council, although not necessarily in the same month as shown on the bank statement. All appear to be in order.
- Payroll
Salary payments, PAYE and Pension contribution payments were checked against bank statements and all found to be correct.
- Minutes to Council Meetings
The minutes from the Full Council Meetings were reviewed and have been published on the Council website as appropriate.
- VAT Returns
VAT Return for the quarters ended 30th June 2017 and 30th September 2017 were reviewed and appear to be in order.

The main discrepancy still appears to be the lack of approval/verification signatures on the bank statements, reconciliation reports and supplier invoices which the Clerk is aware of and is dealing with, otherwise I have not identified any major cause for concern at this time.

29. Update on year end closedown

The Clerk informed the members that PKF Littlejohn LLP had been appointed as the external auditor for the next five years. The fees would be about the same as last year, which had been included in the budget

30. For members to consider the setting up of a CCLA public sector deposit fund for the cemetery savings and decide the next steps

The Clerk recommended to the members that it was advisable to open a CCLA public sector deposit fund for the cemetery savings since whilst it was being held in a Barclays account it was included in the £85,000 secure limit. By moving it into a CCLA account, these rules did not apply. It was proposed by Cllr Broughton, seconded by Cllr Shelton and **RESOLVED** unanimously to open a second CCLA public sector deposit account for the cemetery savings. Members discussed the signatories for the account and it was proposed by Cllr Stephenson, seconded by Cllr Broughton and **RESOLVED** unanimously to have the two current signatories plus Cllr Shelton as a third.

31. Personnel – Consideration to go into Closed Session. To include

- Self-employed contract

It was proposed by Cllr Stephenson, seconded by Cllr Broughton and unanimously **RESOLVED** to go into Closed Session to members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960, which included: self- employed contract and Clerk's salary. Proposed by Cllr Broughton, seconded by Cllr Brookes and unanimously **RESOLVED** to come out of Closed Session.

The Chairman thanked all members for their attendance and input to the meeting and declared the meeting closed.

There being no other business the meeting closed at 7.37pm. The next committee meeting is scheduled for Wednesday 28th March 2018 at 7pm in the Town Hall chambers.