

MEMBERSHIP:

Cllr A. Doherty
Cllr T. Hing
Cllr R. Harrison
Cllr J. Sanford
Cllr C. Foxall
Cllr S. Boulton (ex-officio)
Cllr J. Frank (ex-officio)



**MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON TUESDAY 2nd October 2018**

Present: Cllr Doherty Cllr Harrison
Cllr Foxall Cllr Boulton
Cllr Sanford Cllr Hing

In attendance: Vanessa Lawrence, Roz Capps (Clerks)

F044 18/19 Apologies for absence

Apologies were received from Cllr Frank

F045 18/19 Declarations of Interest in Items on the Agenda

None received

F046 18/19 To approve the Minutes of the Finance Committee meeting held on 4th September 2018

It was **RESOLVED** to approve the Minutes of the Finance Committee meeting held on the 4th September 2018, as a true and accurate record of the proceedings. Proposed Cllr Sanford, seconded Cllr Boulton – all in favour.

F047 18/19 Clerk's and Chairman's Report

- The Chair reported that he is proposing to start the budget setting process at the next Finance meeting. Cllr Doherty also proposed that the business plan should be reviewed.

ACTION: Clerk to add 1st round budget setting to Agenda for the next Finance meeting.

F048 18/19 To agree to adjourn the meeting for Public Participation, if members of the public are present – there is a 5-minute time limit

N/A

- F049 18/19 To agree to reconvene the meeting following Public Participation (if applicable).**
N/A
- F050 18/19 To receive half year accounts**
The half year figures were presented and received with no comment of note.
- F051 18/19 To consider and agree half year reconciliation**
It was **RESOLVED** to agree half year reconciliation figures. Proposed Cllr Doherty, seconded Cllr Foxall – all in favour.
- F052 18/19 To consider and agree revisions to Financial Risk Register – (Cllrs page of website)**
Discussion took place regarding the format of this document. It was **RESOLVED** to revise principals of the risk register, and to consider the approach and end goals for risks. Proposed Cllr Cllr Doherty, seconded Cllr Foxall – all in favour.

ACTION: Clerk to add this item to the Agenda for the next Finance meeting. Cllrs to consider revisions to the document

- F053 18/19 Update on banking arrangements**
Due to the issues with opening an account with HSBC. It was agreed to add item on the Agenda for the next Finance meeting, to consider cancelling application.

ACTION: Clerk to add item to Agenda for the next Finance meeting.

- F054 18/19 To consider and agree initial planning assumptions for the 2019/20 precept setting process**
The Chair reported that he cannot progress the Precept setting process as details required from CDC are not yet available. He proposed that the guidelines from GAPTC should be used and he would prepare figures accordingly to be presented at the next Finance meeting.

ACTION: Cllr Doherty to prepare draft figures for presentation at the next Finance meeting. Clerk to add this item to the Agenda

- F055 18/19 To consider and agree initial planning assumptions for the 2019/20 earmarked reserves.**
Following debate, it was **RESOLVED** to revise the minimum spend and layer on additional items. Proposed Cllr Doherty, seconded Cllr Foxall – all in favour.

ACTION: Clerk to add item to Agenda for next Finance meeting to agree revised figures and format.

- F056 18/19 To consider and agree recommendation from the W & C Committee to continue to subsidise the Wednesday bus service for a further 3 months to allow Community Connexions time to establish whether this service could be included as part of their main service.**
It was **RESOLVED** to agree recommendation from the W & C Committee to continue to subsidise the Wednesday bus service for a further 3 months until December. Propose Cllr Foxall, seconded Cllr Boulton – all in favour.

F057 18/19 To consider and agree funds for the purchase of up to 3 x Royal British Legion Silhouettes.
Following debate, it was **RESOLVED** to purchase only 2 silhouettes to be located at the entrance to the car park and on the island in the market square. Proposed Cllr Boulton, seconded Cllr Sanford – 5 in favour, 1 abstention. The third proposed location was deemed unsuitable.

ACTION: Clerk to order two silent silhouettes. POST MEETING NOTE: Revised to 3 following Full Council meeting.

F058 18/19 To consider and agree renewal of maintenance contract for CCTV.
It was **RESOLVED** to renew the maintenance contract for CCTV. Proposed Cllr Doherty, seconded Cllr Hing – all in favour

ACTION: Clerk to renew maintenance contract

F059 18/19 To consider and agree Auditor visits for 2018/19 Audit and to approve appointment of Mrs B. Bowen as the Internal Auditor.
It was **RESOLVED** to appoint Bridget Bowen as Internal Auditor for 2018/19 audit. Clerk to arrange appointments. Proposed Cllr Doherty, seconded Cllr Boulton – all in favour.

ACTION: Clerk to contact the Internal Auditor to advise

F060 18/19 Other matters the Chair considers urgent
None.

There being no further business, the meeting closed at 8.30pm.

.....Chairman

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