

**FINANCE AND GENERAL PURPOSES COMMITTEE OF THE WITNEY TOWN COUNCIL**

**Held on Monday 10 June 2013**

**at 6pm in the Council Chamber, Town Hall**

**Present**

Councillor: Cllr P J Dorward (Chairman)

Councillors: Mrs J C Baker            T J Morris  
                  A K Beames            C K Woodward  
                  H B Eaglestone

Non Committee Member:            C Holliday

Officers:            Town Clerk            Democratic Services Officer  
                          Deputy Town Clerk

F240 **APOLOGIES FOR ABSENCE**

Apologies for their absence were received from Councillors A D Harvey and B J Woodruff.

F241 **DECLARATIONS OF INTEREST**

There were no declarations of interest in matters to be considered at the meeting.

F242 **ELECTION OF VICE CHAIRMAN**

**RESOLVED:**        that Councillor T J Morris be appointed Vice Chairman of this Committee for the ensuing municipal year.

F243 **MINUTES**

**RESOLVED:**        that the minutes of the following meetings be agreed as a correct record and signed by the Chairman:

                          Ordinary meeting of 18 March 2013  
                          Special meeting of 8 April 2013

F244 **PUBLIC PARTICIPATION**

There were no members of the public present for this item.

F245 **PAYMENT OF ACCOUNTS**

Copies of the schedule of accounts paid since the last meeting of this Committee, and of the bank reconciliation statements as at 28 February, 31 March and 30 April 2013, had been circulated with the agenda. These were signed by Councillors A K Beames and H B Eaglestone prior to the meeting.

A Member queried the payment to Lamps & Tubes. The Town Clerk confirmed that this was for the Christmas Lights and that the Facilities Officer had negotiated a reduction in view of the problems experienced with lights not working, not erected, etc.

The Town Clerk also confirmed that the payment of £10,000 to West Oxfordshire District Council was the annual contribution towards CCTV in the town.

**RECOMMENDED:**

1) that the following schedules of accounts be approved:

Cheques	28253-28300 & BAC 1-2	in the sum of	£58,659.36	Imprest a/c
Cheques	100907-100911 & DD 1-4	in the sum of	£75,553.05	General a/c
Cheques	28301-28360 & BAC 3-6	in the sum of	£57,672.32	Imprest a/c
Cheques	100912-100914 & DD 5-8	in the sum of	£697,597.23	General a/c
(includes a transfer of £650,000 to WTC General a/c)				
Cheques	28361-28410 & BAC 7-11	in the sum of	£66,278.83	Imprest a/c
Cheques	100915-100917 & DD 9-13 SO 1-7	in the sum of	£76,769.57	General a/c

2) that the bank reconciliations as at 28 February, 31 March and 30 April 2013 be noted.

(Councillor T J Morris entered the meeting during the above discussion, being 6.05pm).

F246 **FINANCIAL REPORT**

The Committee received and considered the report of the Deputy Town Clerk, as circulated with the agenda.

Members were concerned with the on-going negotiations regarding the diesel spill on the Leys during last year's Feast. The Deputy Town Clerk confirmed that she had now provided all the supporting documentation to substantiate the charges to the third party insurers.

Members agreed that the contract and invoice were with the Wilsons, they were responsible for reimbursing the Council and further communications should be directly with them. The Deputy Town Clerk commented that the Council might need to hand back the £500 damage deposit before the insurance claim can be settled.

With regard to the outstanding debt relating to Christmas Lights sponsorship, the Deputy Town Clerk advised that the Council was likely to receive a proportion of the debt, £427.50 (debt is £750).

Members considered the position with regard to the bank account interest rates.

The Committee thanked the Deputy Town Clerk for producing a good, comprehensive report.

**RECOMMENDED:**

- 1) that the report be noted.
- 2) that the position with regard to the diesel spill be noted, and that officers contact the Wilsons directly and report progress to the next Council meeting.
- 3) that the CCLA be invited to make a presentation to this committee.

F247 **DISCRETIONARY GRANTS**

The Committee received and considered the report of the Democratic Services Officer, as circulated with the agenda.

The Town Clerk confirmed that Witney Town Band received an annual grant for attending Council events throughout the year.

It was requested that future reports contain details of the subsidies letting budgets for the Leisure & Recreation and Public Halls to assist this Committee when considering requests for subsidised lettings.

**RECOMMENDED:**

- 1) that the report be noted
- 2) that the following grants be awarded:

	<u>Applicant</u>	<u>Grant</u>
a)	Base 33 Youth Trust	£100
b)	Buttercross scouts	£100
c)	Film Festival	Subsidised letting 50% reduction
d)	Talking News	£100 + advised them to contact the Facilities Officer to discuss whether any of the Council's room are suitable for their requirements.
e)	Churches Together in Witney	£100 + advise them to also contact Witney Education Foundation.
f)	Witney Town Bowls Club	No grant

- 3) that payments of the above grants be made under the following powers:

- a. **Local Government Act 1972. s145** – Provision of Entertainments
- b. **Local Government Act 1972. s137** – Power of local authorities to incur expenditure for certain purpose not otherwise authorised
- c. **Local Government (Misc. Prov) Act 1976, s19** – Power to provide and equip premises for use of clubs and societies having athletic, social or recreational objectives

F248 **REVIEW OF COUNCIL'S MISSION STATEMENT & CORPORATE OBJECTIVES**

The Committee received and considered the report of the Town Clerk, as circulated with the agenda.

Members considered that the mission statement and corporate objectives should remain as is for the remainder of the current term of office.

**RECOMMENDED:** noted

F249 **ACCOUNTS AND AUDIT (ENGLAND) REGULATIONS 2011 – NOTICE OF ANNUAL AUDIT FOR YEAR ENDING 31 MARCH 2013**

The Committee received and considered the correspondence, as circulated with the agenda.

**RECOMMENDED:** noted.

F250 **EXCLUSION OF PRESS & PUBLIC** – To consider and if appropriate, to pass the following resolution

That in accordance with section 1(2) of the Public Bodies (admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

F251 **NEIGHBOURHOOD ACTION GROUP**

The Committee received and considered the minutes of the meeting held on 31 January 2013, as circulated with the agenda.

**RECOMMENDED:** noted

(The meeting adjourned for the Personnel Sub-Committee, being 7.05pm)

F257 **STAFFING MATTERS**

The Chairman gave a verbal report from the Personnel Sub-Committee held earlier in the evening.

**RECOMMENDED:** that the verbal report be noted and the recommendations contained therein agreed.

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The meeting closed at 7.15pm

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Chairman