

POLICY AND RESOURCES COMMITTEE

Held on Monday 12 June 2017

At 6pm in the Council Chamber, Town Hall

Present:

Councillor: TJ Morris (Chairman)

Councillors: S E Bartington C Holliday
A K Beames C E Reynolds
P J Dorward C K Woodward

Non-Committee Members: B J Churchill (sub A D Harvey)

Officers: Town Clerk RFO
Democratic Services Officer

F275 APOLOGIES FOR ABSENCE

An apology for his absence was received from Cllr A D Harvey.

F276 DECLARATIONS OF INTEREST

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

F277 MINUTES

a) **RESOLVED:** to confirm the minutes of the meeting held on 20 January 2017 and the Special Meeting of 29 March 2017 to be signed by the Chairman.

b) **MATTERS ARISING:**

Meeting Held on 20 January 2017

Minute F146 – recommendation 3: The Town Clerk confirmed that the WREN funding had been agreed for the Oxlease Play area, albeit at a reduced amount of £45,856 (leaving a shortfall of £11, 835.40) and the contract had been signed.

Minute F146 – paragraph 4: a member asked if the matrix had been circulated to members yet. The Town Clerk replied that Officers were still in the process of updating it.

Cllr Bartington arrived at 6.05pm.

Special Meeting Held on 29 March 2017

Minute F164: The Town Clerk informed the Committee that revised hall hire charges had been presented to the Estates Management Committee for approval as further consideration had been given to the impact this might have on the budget. The hire charges were on the agenda for scrutiny that evening.

F278 PUBLIC PARTICIPATION

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

F279 PAYMENT OF ACCOUNTS

The Committee received and considered the report of the RFO as circulated with the agenda. A member queried the payment for tree work and asked if this was planned. It was explained that it was.

RECOMMENDED:

1. that the report be noted;
2. that the bank reconciliations and statements be noted;
3. that the following schedule of accounts be approved:

Cheque No.s	In the sum of:	Account
Cheques 30844 to 30872 & DD	£51,804.88	Imprest
Cheque 101047, DDs & SOs	£31,722.64	General
Cheques 30873 to 30938 and DD	£82,286.85	Imprest
Cheques 101048 to 101050 DDs & SOs	£60,257.45	General
Cheques 30941 to 30988 & DD	£58,450.07	Imprest
Cheques 101053, DDs & SOs.	£14,422.91	General

F280 FINANCIAL REPORT

The Committee received and considered the report of the RFO as circulated with the agenda. She highlighted the spending committees’ recent decisions.

The Town Clerk advised that the Public Hall Hire Charges had been adjusted slightly.

A member queried how much S106 money was available for the new bus stop and the Town Clerk replied that it was £75,000. Another member asked if the money was imminent. The Town Clerk replied that she believed that it was available.

A member asked who the Town Council had borrowed the electric vehicle from. The RFO replied that the company who were providing quotes had allowed the Council to use it for a week. Officers had assessed it and agreed that it would be fine for halls usage but not for the works team. The salesman had advised to put the electric vehicle on hold as technology was still emerging and the cost of replacing the batteries was significant – around £5,000. Also the batteries could not be environmentally disposed of and had to be buried. The other issue was where to locate a charging point so that it would be secure. Members agreed that the situation should be revisited in a few years’ time.

The RFO reported that she had been trying to clear up issues with the bank concerning the bank mandate and was trying to gain on line access – only for statements. The letter to the

bank had an inaccuracy in it (the Council only had 1 imprest account and not 2) and members asked for the addition of two signatories being required to make changes – these being Cllrs Churchill and Reynolds. Once the changes had been made members were happy for Cllrs Churchill, Reynolds and Morris to sign the letter.

RECOMMENDED:

1. that the report be noted;
2. that the recommendations of the Estates Management Committee be agreed;
3. that the recommendations of the Sport and Recreation Committee be agreed;
4. that the recommendations of the Community Services Committee be agreed;
5. that members revisit the possibility of electric vehicles in two years' time;
6. that the signing arrangements for the Council's bank accounts are clarified as set out in the amended letter to the bank as detailed in the minutes.

F281 INTERNAL AUDIT REPORT

The Committee received and considered the report of the internal auditor as circulated with the agenda.

The auditor was happy with the accounts and transparency of the Council. He felt that diversifying some of the Council's savings accounts would be a good idea.

RECOMMENDED: that the report be noted.

F282 NOTICE OF ANNUAL AUDIT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2017

The Committee received and considered the notice of annual audit of accounts as circulated with the agenda.

RECOMMENDED: that the report be noted.

F283 ACCOUNTS AND AUDIT REGULATIONS 2011 – ANNUAL RETURN 2016/17

The Committee received and considered the Annual Return and Financial Statements for the year 2016/17 as prepared by DCK Beavers, which was circulated with the agenda. These would be presented to Full Council on 26 June 2017 for adoption.

RECOMMENDED: that the report be noted.

F284 ANNUAL INVESTMENT STRATEGY – REPORT AND STATEMENT

The Committee received and considered the report of the RFO and Annual Investment Strategy as circulated with the agenda. She reported that the Council's reserves were now back at a good level and was recommending diversifying the Council's savings as it may be risky to "put all of

the eggs in one basket”. Members agreed and were keen to get some interest on the Council’s money - which would be 2% - rather than nothing.

RECOMMENDED:

1. that the report be noted;
2. that the current investment in secure banks be approved and that the RFO in consultation with the Town Clerk continues to monitor interest rates to ensure that the Council receives the most advantageous interest rates;
3. that the Annual Investment Strategy 2017/18 be formally approved;
4. that up to £1,000,000 be invested in the CCLA instant access savings account.

F285 **DISCRETIONARY GRANT APPLICATIONS**

The Officers reports that no applications had been received for consideration by the Committee.

F286 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: 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.

The Committee adjourned for a meeting of the Personnel Sub Committee at 6.35pm, the Democratic Services Officer left the meeting. The meeting reconvened at 6.54pm

F294 **STAFFING MATTERS**

The Committee received and considered a confidential verbal report of the meeting held earlier that evening.

RECOMMENDED: that the confidential verbal report be noted and recommendations contained therein approved.

The meeting closed at 6.55pm.

Chairman