

**SLEAFORD TOWN COUNCIL  
MEETING OF THE FINANCE AND STRATEGY COMMITTEE**

Minutes of the meeting of the **Finance and Strategy Committee** held on  
Wednesday 10<sup>th</sup> June, 2015 at 8.00pm  
at The Source, Southgate, Sleaford

**PRESENT:**

Cllr M Graves (Chairman)	Cllr S Clegg
Cllr M Suffield (Vice Chairman)	Cllr K Fernandes
Cllr J Mathieson	Cllr D Suiter
Cllr K Dolby	Cllr G Titmus
Cllr G Jackson	Cllr M Allan
Cllr H Lorimer	Cllr S Fields
Cllr P McCallum	Cllr J Charlesworth
Cllr A Snookes	
Cllr P Coyne	

In attendance: Council Officers: R.F.O. and Project Lead.

The Chairman welcomed all present and apologised for the delay in opening the meeting, as the previous meeting had over-run.

**F&S.1 TO ELECT A FINANCE & STRATEGY COMMITTEE CHAIRMAN AND A VICE CHAIRMAN –**

Cllr K Dolby proposed that Cllr M Graves be elected as Chairman and Cllr G Titmus seconded the proposal. In the absence of any further nominations, Cllr M Graves was elected as Finance & Strategy Committee Chairman.

Cllr M. Graves took the Chair.

Cllr S Fields proposed that Cllr M Suffield be elected as Vice Chairman and Cllr K Dolby seconded the proposal. In the absence of any further nominations, Cllr M Suffield was elected as Finance & Strategy Committee Vice Chairman.

**F&S.2 APOLOGIES.**

Apologies, were received from Councillor Mrs B Allan and accepted.

**F&S.3 DECLARATIONS OF INTEREST.** To receive any Declarations of any Disclosable interests. There were none.

**F&S.4 MINUTES.** **IT WAS RESOLVED THAT:** the notes of the meeting held on 29<sup>th</sup> April 2015, be accepted as minutes of that meeting. Votes: 13 for and 3 abstentions. The Resolution was carried.

**F&S.5 FUTURE F&S. COMMITTEE MEETINGS:**

**IT WAS AGREED** that an informal meeting of Committee Members would be arranged for a Saturday morning in the future to consider future working arrangements and practice; frequency of meetings, workloads, delegation of

projects etc to report to Full Council, together with any amendments to the Committee's Terms of Reference and to consider the Councillors Allowances.

**F&S.6 CHAIRMAN's REPORT.** – Nothing to report.

**F&S.7 CLERK & PROJECT LEAD REPORTS.** The Chairman requested that Items s 7.1 and 7.4 be considered together.

**7.2 S106 FUNDS - *IT WAS RESOLVED THAT*** this item be referred to Full Council  
**Vote:** Unanimous. The Resolution was carried.

**7.3 SPEED WATCH** – Full Council had approved funding of £5,800 estimated on 8<sup>th</sup> April, 2015.

**7.1 DEBIT CARD** - The Chairman advised that if implemented, the report would not enable dual control of finances. ***IT WAS RESOLVED THAT*** a Commercial credit card to be requested with a limit of £500.00. **Vote:** Unanimous. The Resolution was carried.

**7.4 DUAL CONTROL** - Potential risks of a lack of dual control for the payment of electronic transactions were highlighted. It was noted that exercising dual control will incur additional costs. ***IT WAS RESOLVED THAT*** a dual control for electronic transactions be implemented and a councillor was nominated to action the secondary control. **Vote:** 15 For 1 Abstention.

**F&S.8 RFO REPORT.** –

**8.1 Action Log** - The RFO reported the action log had been updated.

In response to a question, regarding Boston Road Layby, a report is awaited for submission to the appropriate Working Group.

In response to a question regarding the Cemetery Toilet block, it was noted that this is included in a survey for various inter-connected projects currently being undertaken.

It was noted that the Toilets Working Group should be re-formed and meet.

The Chairman requested that the Long Term (Three Year) Budget had not been prepared. It was agreed this would be available for the next F&S meeting.

**8.2 INSURANCE** – The RFO advised that the Council has begun the second of a three year contract with its Insurers.

**8.3 INTERNAL AUDITORS REPORT** – The Internal Auditors report was noted.

**8.4 APPOINTMENT OF INTERNAL AUDITOR 2015 ONWARDS** – The RFO apologised that the Expression of Interest had not been completed, but a draft version had now been done. The Chairman requested that the work will have been completed and at least three applicants' details be received by the next F&S Meeting.

- 8.5 PENSION POLICY** - The RFO apologised that this policy had not been written up. The Chairman requested for this to be submitted to the next F&S meeting.
- F&S.9 FINANCIAL MATTERS** – Annual Return – Section 1 Accounting statements 2014/2015. **IT WAS RESOLVED TO APPROVE THE ABOVE REPORT.**  
Vote: Unanimous. The Resolution was carried.
- F&S.10 RESOLUTION TO MOVE INTO CLOSED SESSION.**  
**IT WAS RESOLVED THAT** “in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be temporarily excluded and they are instructed to withdraw”. Vote: Unanimous. The Resolution was carried
- F&S.11 SKATE PARK** – Discussion took place about the tenders received. The Project Lead was asked to carry out further investigations on this matter and **IT WAS RESOLVED TO** defer the decision to select a contractor. Vote: 15 for 1 Abstention. The Resolution was carried.
- F&S.12 S106 AGREEMENT HANDLEY CHASE DEVELOPMENT** - Cllr G Titmus Confirmed that the hand written comments on the report paperwork were correct. **IT WAS RESOLVED TO** the accept the recommendation and share this information with NKDC.
- F&S.13 OFFICE PREMISES** – A verbal update was given by the Project Lead.
- F&S.14 HR MATTERS** – Nothing to report.

There being no further business, the Chairman thanked all for attending and closed the meeting at 9.00pm.

Mrs L Savage  
RFO  
10<sup>th</sup> June 2015

