

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

Minutes of the meeting of the **Finance and Strategy Committee** held on
Wednesday 2nd March, 2016 at 7.00pm
at The Town Hall, Quayside House, Navigation Yard, Sleaford

PRESENT: Cllr M Graves (Chairman)
Cllr S Clegg
Cllr K Fernandes
Cllr G Titmus
Cllr G Jackson
Cllr M Allan
Cllr P McCallum
Cllr J Charlesworth
Cllr K Dolby
Cllr R Willis
Cllr P Coyne
Cllr J Brealeycook
Cllr D Suiter
Cllr H Lorimer
Cllr B Allan
Cllr A Snookes
Cllr J Mathieson
Cllr A Brand

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

The Chairman welcomed all present.

F&S.1 CHAIRMAN'S REMARKS –

001 ***IT WAS RESOLVED THAT*** Cllr A Brand to be appointed as Vice-Chairman for this meeting only. ***VOTE: 17 FOR, 1 Abstention. THE RESOLUTION WAS CARRIED.***

002 Chairman referred to Agenda items in Closed Session and requested that they remain in that part of the meeting.

003 The Chairman welcomed the new Councillor Richard Willis. It was noted that his Election had yet to be taken to Full Council. ***IT WAS RESOLVED THAT*** Cllr Willis would participate in voting. ***VOTE: 17 FOR, 1 ABSTENTION. THE RESOLUTION WAS CARRIED.***

F&S.2 APOLOGIES –

004 No apologies of absence were received.

F&S.3 DECLARATIONS OF INTEREST –

005 There were no Declarations of Interest to record.

F&S.4 MINUTES 7th OCTOBER and 2nd December 2015

006 ***IT WAS RESOLVED THAT:*** the notes of the meeting held on 7th October 2015, be accepted as minutes of that meeting along with the notes of meeting held on 2nd December 2015 subject to a minor amendment on item number F&S.9. ***VOTE: 15 FOR, 3 ABSTENTIONS. THE RESOLUTION WAS CARRIED.***

F&S.5 CLERKS REPORTS

007 **5.1 Processing of Payments**

The Project Lead reiterated that payments were reported to council before payments are made.

5.2 Eastgate Car Park – Monitoring Costs

008 Raw data had been obtained and the Project Lead explained that this will be looked into further after April. Cllrs made comments on Coach parking, and if all parts of the car park were being used.

IT WAS RECOMMENDED THAT this data to be taken up by the Car Park Working Group.

5.3 Eastgate Car Park – Refurbishment Project

009 After some discussion it was agreed that the Project Lead would progress matters on obtaining preliminary costings and taking this information to the Car Park Working Group.

F&S.6 RFO/PROJECT LEAD REPORTS -

010 **6.1 Action Log** – There was discussion regarding incorporating Benchmarking/Best Value with other items. The Chairman recommended that this remain as it stands on the Action Log.

011 **6.2 Electricity Supply to Tractor Shed** – The Project Lead advised of the 10 week lead time and **IT WAS UNANIMOUSLY RESOLVED** to ratify the decision that following approval by the relevant Chairman and Clerk an order had been placed. **THE RESOLUTION WAS CARRIED.**

012 **6.3 Vehicle & Machinery disposal and acquisition** – The Report by Project Lead and Services Supervisor (February 2016) was discussed, together with the issue of leasing equipment.

013 **IT WAS UNANIMOUSLY RESOLVED TO** note the report and approve:-

- Sale of the tractor and Ransome
- Dispose and scrap the obsolete items and
- Purchase a Tipper Truck, maximum cost £15k; delegation final selection of vehicle to Committee Chair and Clerk

THE RESOLUTION WAS CARRIED

014 **6.4 Depot & Tractor Shed** – Date of Working Group meeting was confirmed and **IT WAS UNANIMOUSLY RESOLVED THAT** the Services Committee Chairman be a member of the Working Group. **THE RESOLUTION WAS CARRIED.**

015 **IT WAS UNANIMOUSLY IRESOLVED TO AGREE:**

- Terms of reference for a Working Group covering the Depot and Tractor Shed
- That the existing architect drawings for the refurbishment of the Tractor Shed are revisited to include staff washroom/restroom facilities and the transfer of the mezzanine floor to the left hand side of the building.

THE RESOLUTION WAS CARRIED

014 **6.5 Town Hall Quayside House – Comments listed below**

- The report will need to be amended slightly and the STC logo to be put on.
- Need to generate income.
- This building should be for community use.
- Currently a maximum capacity of 60 people or a second fire exit will be required.
- Daytime hiring shouldn't have a great impact on the staff.
- Seemed to be some unwillingness for this to happen throughout the organisation. It needs someone willing that works in the building.
- For evening hiring at the moment this would need to be Councillors or possible staff if they are willing to do so.
- STC will be criticized if we don't offer the rooms to the public.
- It would be an investment to pay someone to do the work involved.
- If STC pay someone to do this then the rates will need to be increased.
- Possibility of the person/group hiring the room to make drinks but also to clear up after themselves.
- The rooms have not yet been hired out due to the fact that of lack of furniture.
- The costs are only a contribution and do not cover any rent, rates or electricity costs.
- The pricing structure is based on community groups etc using the rooms and for this to be reviewed in 6 months.
- Charges:- £15 per hour, £40.00 for 3 hours or £75.00 for the day.

IT WAS RESOLVED TO Amend the Conditions of use then hire the rooms at the above rates within office hours.

VOTE: UNANIMOUS. THE RESOLUTION WAS CARRIED.

015 **6.6 Dual Authority –** The Project Leader briefly explained the complexity of HSBCNet and given the that controls are in place was this something the council still required.

Councillors explained some of their concerns including:-

- The implications if councillors leave.
- With Councillors using their personal computers the risk of viruses.
- Would this increase fraud issues.

IT WAS RESOLVED TO-Differ this to Full Council for the authority of Staff to continue to administer this not councillors.

VOTE: UNANIMOUS. THE RESOLUTION WAS CARRIED.

016 **6.6 Skatepark Floodlights –** A verbal update was given by the Project Lead as to the progress of the work being carried out.

F&S.7 FINANCIAL MATTERS –

017 **7.1 Budget Comparison Report –** The Chairman explained that the council was 10 months into the current financial year and if things remain on track then it is forecasted for the council to come in under budget and have a surplus of around £50K. If this is to be the case **IT WAS RESOLVED THAT** the 2 amounts of £25K for the new premises to come from the budget rather than taking from reserves. **VOTE: UNANIMOUS. THE RESOLUTION WAS CARRIED**

- F&S7** **FINANCIAL MATTERS:**
016 **7.1 Internal Auditor-** RFO to seek clarification as to meaning of Agenda Wording.. Accuracy of record keeping was congratulated and Project Lead recommended the Internal Auditor to make another visit in May 2016.
- F&S.8** **ITEMS FROM OTHER COMMITTEES** – In the absence of a written report, the Project Lead gave an verbal overview
- 017 **8.1 Play equipment on Boston Road -** **IT WAS RESOLVED TO** accept the quotation received. VOTE: 17 FOR, 1 ABSTENTION **THE RESOLUTION WAS CARRIED.**
- 018 **8.2 Play are surfaces on Lincoln Road –** Annual Safety Inspection indicates that surfacing requires attention. **IT WAS RESOLVED TO** accept the Quotation received(less than £5K) and for this to be paid by any surplus from this year's budget if possible. **VOTE: 17 FOR, 1 AGAINST THE RESOLUTION WAS CARRIED.**
- 019 **8.3 Siting of a new bench on Lincoln Road –** The Project Lead informed the Council that unfortunately Highways have rejected this request.
- 020 **8.4 May Fair hiring charges –** After some discussion **IT WAS RESOLVED THAT** the charges would be increase by 20% but clarity of hiring fees on the Recreational Ground would be reviewed when the new Clerk is in post. **VOTE: 14 FOR, 4 ABSTENTIONS THE RESOLUTION WAS CARRIED.**
- 021 It was noted that future items from other committees will have an accompanying report containing specificc recommendations.
- 022 **8.5 Christmas Market-** **IT WAS RESOLVED TO AGREE:**
The Recommendations, viz:
- The Christmas Market will continue to be a Council activity/event ;
 - The Christmas Market becomes part of STC core budget and activities
 - The Christmas Market is added to the service remit of General Purposes Committee and
 - The current balance of £4,202.80 held in a separate bank account in the Council's name is transferred into the Council's general reserves with the Christmas Market bank account being closed
- VOTE: UNANIMOUS. THE RESOLUTION WAS CARRIED**
- F&S.9** **TRAFFIC MODELLING**
023 Councillors had that day been sent a report from Cllr M. Allan, who was thanked for his efforts. Councillors offered full support of the report.
- F&S.10** **RESOLUTION TO MOVE INTO CLOSED SESSION.**
025 **IT WAS UNANIMOUSLY RESOLVED** to move into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters. **THE RESOLUTION WAS CARRIED**

Councillor P McCullam left the meeting.

F&S.11 STAFF BUDGET 2016/17-

026 ***IT WAS RESOLVED THAT*** an updated report is prepared on projected staffing costs for the next Personnel meeting and any related funding issues are reported to the next Finance and Strategy meeting

VOTE: UNANIMOUS. THE RESOLUTION WAS CARRIED

A 10 minute extension to the meeting was agreed.

F&S.12 CLOSED CIRCUIT TV –

027 Project Lead explained gave a verbal report to update members.

There being no further business, the Chairman thanked all for attending and closed the meeting at 9.10pm.

Mrs L Savage
RFO
9th March 2016
LS/sms