

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

Minutes of the meeting of the **Finance and Strategy Committee** held on
Wednesday 20th August, 2014 at 7.30pm
at The Source, Southgate, Sleaford

PRESENT: Cllr M Graves (Chairman)
Cllr M Suffield (Vice Chairman) Cllr D Birks
Cllr J Mathieson Cllr K Fernandes
Cllr R Dunbar-Beckford Cllr D. Suiter
Cllr G Jackson Cllr K Dolby
Cllr H Lorimer Cllr L. Mitchell
Cllr M. Allan Cllr S. Fields

In attendance: Members of the public (1), press (2) & Council Officers Mrs. S. Scholes & Mr. K. Martin.

The Chairman welcomed all present and opened the meeting.

F&S.1 APOLOGIES. Apologies, with reasons had been received from Councillors Mrs. J. Titmus and C. Darch, Cllr G. Titmus. These were accepted.

F&S.2 DECLARATIONS OF INTEREST. To receive any Disclosable interests. There were none.

F&S.3 MINUTES. Notes of the meeting 23rd July had been previously circulated. **IT WAS RESOLVED THAT** the notes from the meeting be accepted as Minutes of this meeting. Vote:10 For, 3 Abstentions. The Resolution was carried.

F&S.4 CHAIRMAN'S REPORT. – Nothing to report.

F&S.5 CLERK'S REPORT.

5.1. Server Failure Report and Actions Taken. Thanks were expressed to the Council's IT provider who had maintained a network service after failure of the Computer servers. The temporary fix is working, and arrangements in hand to provide a permanent replacement server.

5.2. Action Log - noted.

F&S.6 RFO REPORT.

6.1 The RFO Report had been previously and the Chairman noted:

- the shortfall grant income regarding Litter Picking and Dog Warden.
- the surplus in car parking charges;
- the request for additional bins
- skip hire costs which are being investigated
- Budget line 20070 is queried – overspend is applied to incorrect cost
- Personnel budget to be monitored and **IT WAS RESOLVED THAT** detailed projection would be brought to next F&S Meeting. Vote: unanimous. The Resolution was carried.

F&S.7 FINANCIAL MATTERS.

7.1 Finance Report. Noted

7.2 Christmas Market Working Group, chaired by Cllr L. Mitchell has reviewed 2013 figures, including B.I.D. funds received. The WG reports to the General Purposes Committee, Chairman Cllr G. Jackson. 2014 income and expenditure will be via Town Council, overseen by the R.F.O. In discussion it was noted that:

- Financial decisions may need to be taken outside of G.P.Cttee.
- Delays in payments could cause operation problems.
- Within Financial Regulations, Council could transfer sum into 2014 fund to enable the WG to function, and meet estimated initial expenditure.
- WG includes two councillors, which should provide control and facility to sign cheques if necessary.
- Assurances required as monies are Town Council funds

IT WAS RESOLVED THAT the sum of £1,050 is transferred from Earmarked Reserves to Christmas Market Account; that all associated income and expenditure is transacted through the Christmas Market Account. Vote: Unanimous. The Resolution was carried.

7.3 Current Projects, Report previously circulated to approve recommendations regarding movement and use of Earmarked and other Reserves to cover expenditure for:

No. 1: Eastgate Garages

IT WAS RESOLVED THAT £25,808.95 be transferred/vired from Earmarked Reserves (Garages), that £4,062.16 be transferred from Capital Projects and to meet the accepted quotation, a further £2,000 be transferred to meet current known and estimated additions. Vote: For 12; Abstentions The Resolution was carried.

No. 2: Sleaford Museum and Public Toilets, Phases I & II

It is not known whether VAT on the project is recoverable, decision awaited from HMRC. Provision should be made to pay the VAT element if necessary.

It was confirmed that the cost of reconnecting water supply is payable by the Council, relates to the Public toilets. There is a water supply in the museum building. It was further confirmed that the Museum and Council are to agree cost sharing for some additional/unforeseen items.

IT WAS RESOLVED THAT £20,006.59 is transferred/vired from Earmarked Reserves (Monument Toilets) and a further £2,000 is transferred to meet current known and estimated additions. Vote: Unanimous. The Resolution was carried.

No.3 Cemetery Footpaths.

The Chairman confirmed that the work had been completed. It was noted that the recommendation is to approve transfer of funds, not payment of

account and the Services Committee Chairman would be asked to confirm satisfaction with work carried out. **IT WAS RESOLVED THAT** .£19,000 be transferred/vired from Earmarked Reserves (Cemetery Footpaths) and a further £2,392 from Capital Projects to make full payment of the Contractor's invoice. Vote: 12 For; 1 Abstention.

No. 4 Allotment Toilets.

Work is to commence in the near future, **and IT WAS RESOLVED THAT** £8,500 is transferred/vired from Earmarked Reserves (Allotment Toilets) to meet the expenses of the project.

F&S.8 APPOINTMENT OF INTERNAL AUDITOR FOR THE CURRENT YEAR. IT WAS RESOLVED THAT the Internal Auditor is asked to continue in post for the current financial year and that expressions of interest in the position be sought for year commencing 1st April 2015. Vote: Unanimous. The Resolution was carried.

The Chairman requested it be noted that there is no dissatisfaction with the work of the present Internal Auditor; and that a Diary note of May 2015 be made to review the appointment.

F&S.9 WEBSITE MANAGEMENT –
Cllr Suffield has met with the Council's IT Support and is reassured that he has the technical ability and sole access to host the Council's website and provides a high standard of service to the Council. It is recommended that he continue to provide all IT support and website management.

Comments were noted and the Chairman asked that this matter be referred to General Purposes Committee for any future action.

F&S.10 COMMUNITY SPEED WATCH SCHEME – LRSP LAUNCH.
Cllr Titmus report was noted. **IT WAS RESOLVED THAT:**

- a Working Group comprising Cllrs G. Titmus, M. Allan, K. Fernandes, D. Suiter and M. Suffield be set up to discuss this project;
- that Cllr M. Allan would convene the Group which would appoint its own Chairman;
- that the Group will meet and report back to Council on 8th October, 2014. Vote: Unanimous. The Resolution was carried.

F&S.11 FREEDOM OF INFORMATION REQUESTS.
Report previously circulated was noted. The Admin. Officer was requested to take advice as to when FOI Requests were deemed vexatious.

F&S.12 REGAL CINEMA – REQUEST FOR SUPPORT.
Letter expressing interest in opening a Cinema in Sleaford had been previously circulated. Councillors expressed support for the proposed cinema. **IT WAS RESOLVED THAT:**

- The Town Council confirm its support of the cinema to the company
- The Town Council arrange a meeting with the company and
- Invite NKDC Economic Development be invited to attend.

- Councillors H. Lorimer and G. Jackson represent the Town Council at the Meeting. Vote: Unanimous. The Resolution was carried.

F&S.13 FUTURE AGENDA ITEMS.

a) Best Value & b) Town Plan. It was noted that Cllrs Allan and Graves have met with the Project Lead.

F&S.14 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.15 SKATE PARK FUNDING.

The Project Lead's report (August 2014) was noted, together with concerns that further deterioration of the condition of the equipment.

F&S.16 OFFICE PREMISES & TRACTOR SHED.

Cllr M. Graves declared an interest in the debate, as a business property owner in the town. After discussion ***IT WAS RESOLVED THAT*** the Project Lead obtains a valuation of the preferred potential property for sale and investigates funding sources. Vote 12 For; Abstention 1 – (Cllr M. Graves).

The written report on the Tractor Shed is awaited, it is understood that the building is sound and could be re-used. No utilities are currently provided in the property. It was noted that the lease of Woodbridge Road depot expires in 2016.

The Chairman requested the Car Parks Working Group to meet in the near future to agree white lining work on Eastgate Car Parks.

There being no further business, the Chairman thanked all for attending and closed the meeting at 9.15p.m.

Mrs S.M. Scholes,
12th September, 2014.

ACTIONS FROM F&S 20 AUGUST

7a	Transfer money from "Sleaford Christmas Market" to STC account. Close SCM account. Start a spread sheet. Change the opening balances on Edge.	RFO
7b	Eastgate Garages – Transfer £25,808.95 from EMG (Garages) to Current Account. Transfer £4062.16 from Capital Projects to Current Account. Also transfer £2,000.00 from Capital Project to Current Account for additions.	RFO
7c	Sleaford Museum – Transfer £20,006.59 from EMG (Monument Toilets) to Current Account and a further £2,000.00 transferred from Capital Project to Current Account for any additions..	RFO
7d	Cemetery Paths – Transfer £19,000.00 form EMG (Cemetery Footpaths). Transfer £2,392.00 from Capital Project to Current Account to make full payment of the Contractor's invoice.	RFO
7e	Allotment Toilets – Transfer £8500.00 from EMR (Allotment Toilets) to Current Account to meet the expenses of the project	RFO
8	The expressions of interest for the Internal Auditor be sought year commencing 1 st April 2015	RFO
10	For the Community Speed Watch Scheme to meet and report back to F&S 8 th October 2014	WG
12	Meeting to be arranged between STC the Regal Cinema and invite NKDC.	
13	Best Value & Town Plan	KM
15	Skate Park Funding	KM
16	Office Premises & Tractor Shed	KM
16	Eastgate Working Group met Monday 22.093.14	