

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

Minutes of the meeting of the **Finance and Strategy Committee** held on
Wednesday 5th August, 2015 at 7.00pm
at The Source, Southgate, Sleaford

PRESENT: Cllr M Graves (Chairman)
Cllr J Mathieson
Cllr K Dolby
Cllr S Fields
Cllr H Lorimer
Cllr P McCallum

Cllr K Fernandes
Cllr D Suiter
Cllr G Titmus
Cllr P Coyne
Cllr J Brealeycook

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

The Chairman welcomed all.

F&S.1 CHAIRMAN'S REMARKS – Chairman requested an extra item to be discussed at the meeting (Agenda item 15). **IT WAS UNANIMOUSLY RESOLVED** to accept the amendment.

F&S.2 APOLOGIES – Apologies, with reasons, had been received from Councillors Mark Suffield, Mark Allan, Bozena Allan, Adrian Snookes, Steve Clegg, John Charlesworth and G Jackson. These were accepted, the attendance register was completed.

F&S.3 DECLARATIONS OF INTEREST – There were no Declarations of Interest to record.

F&S.4 MINUTES **IT WAS RESOLVED THAT:** the notes of the meeting held on 10th June 2015, together with the grammatical amendment (page 2) , be accepted as minutes of that meeting. **Votes:** 10 for and 1 abstention. The Resolution was carried.

F&S.5 CLERK & PROJECT LEAD REPORTS –

5.1 Three Land Registrations had been completed and work is ongoing. This was **noted**.

5.2 RFO reported that Grant from NKDC for the Dog & Litter Picking is unchanged for the current year. This was **noted**.

5.3 The Central Lincolnshire Plan revised consultation dates were **noted**.

F&S.6 RFO REPORTS –

6.1 Action Log – RFO distributed an updated Action Log. It was noted that the Toilet W/G had met. P/L suggested that this subject be included with the Assets Working Group in a different committee. The Chairman confirmed that Toilet W/G will remain with F&S for the time being.

IT WAS RESOLVED THAT the Toilet and Car Parking W/Gs would amalgamate, and meet within the next two weeks – i.e. before 21st August, 2015. (Cllrs KF, MG, GT & MA) **Vote:** 8 For 3 Abstentions. The Resolution was carried.

6.2 Commercial Credit Card – The RFO has the Application Form which will be ready for two councillors to sign, as per mandate, on Friday 14th August 2015.

6.3 Dual Control of Electronic Bank Transactions – RFO to request a visit by the HSBC Relationship Manager to confirm procedures. A memo will be sent out to all Councillors that have requested to be cheque signatures to come into the office no later than Friday 14th August 2015 to complete the Bank Mandate and provide a specimen signature.

Councillors are asked to note that HSBC require each councillor to supply direct to the bank original documents to verify their residential address and photo identification. Councillors are asked to complete this request by Friday 21st August 2015 and for each councillor to contact the RFO to confirm they identification has have been verified by the bank.

F&S.7 FINANCIAL MATTERS –

7.1 Financial Report - Project Lead spoke on the Budget Comparison Report and reported one error for correction on the Car Parking income.

IT WAS UNANIMOUSLY RESOLVED that at least half of Accumulative funds for Eastgate Car Park and Open Spaces 5 year plan are transferred to Earmarked Reserves. **IT WAS FURTHER UNANIMOUSLY RESOLVED THAT** a comparison report of the first quarter of 14/15, against the first quarter of 15/16 go to each committee meeting.

7.2 3 Year Budget – Project Lead reported on the first draft version, which includes a 1% precept increase had been put on year on year and noted the possible reduction in Grant Funding from NKDC. **IT WAS UNANIMOUSLY RESOLVED THAT** the 3 year budget report be re-worked without the 1% increase and submitted to each committee for its consideration.

F&S.8 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.9 APPOINTMENT OF INTERNAL AUDITOR 2015 ONWARDS – All candidates’ submissions of interests were discussed. **IT WAS UNANIMOUSLY RESOLVED THAT further enquires be made concerning one applicant and a meeting be held of Chairman of F&S, Clerk and the RFO to confirm Council’s preferred applicant.**

F&S.10 PENSION POLICY – “Draft Version 1” of the Pension Policy had been submitted to the Personnel Committee on the 29th July. The Personnel Committee had

resolved that the Council meet statutory requirements and for the policy document be passed to F&S. **IT WAS UNANIMOUSLY RESOLVED THAT** the same recommendation was taken and this document to be submitted to the next Full Council meeting for approval.

- F&S.11 SKATE PARK** – Project Lead reported on a meeting with one supplier of skate parks at the Council offices and on-site. Cllr Titmus requested to seek approval to go back to the company for further discussions and report back to committee. **IT WAS UNANIMOUSLY RESOLVED THAT** this approval was permitted.
- F&S.12 S106 AGREEMENT HANDLEY CHASE DEVELOPMENT** – It was noted that the S106 Agreement has been signed off.
- F&S.13 OFFICE PREMISES** – Project Ledaded updated Councillors.
- F&S.14 HR MATTERS** – Councillor gave an update. It was requested to be minuted that the Financial Provisions made should be adequate.
- F&S.15 TRAFFIC MODELLING** – In view of Councillor Mark Allan’s absence, it was agreed that this item be deferred.

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

Mrs L Savage
RFO
5th August 2015