

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

Minutes of the meeting of the **Finance and Strategy Committee** held on
Wednesday 14th May, 2014 at 7.30pm
at The Source, Southgate, Sleaford

PRESENT: Cllr M Graves (Chairman)

Cllr M Allan (Vice Chairman)	Cllr D Birks
Cllr M Suffield	Cllr K Fernandes (from 8.05p.m.)
Cllr B Dunbar-Beckford	Cllr D. Suiter
Cllr G Jackson	Cllr K Dolby
Cllr H Lorimer	Cllr G Titmus
Cllr J. Titmus	

In attendance: Cllr T. Maytfield, members of the public (12), press (1) & and S.T.C. Officers Mrs. L. Savage & Mrs. S.M. Scholes.

The Chairman welcomed all present and opened the meeting.

- F&S.1 APOLOGIES.** Apologies, with reasons had been given to the Clerk from Councillor Mrs. J. Mathieson, Mrs. C. Darch. Cllr K. Fernandes has been delayed. 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 26th March had been previously circulated: Page 3, F&S 14.2 spelling error corrected to read "... Sills & Betteridge". Subject to the above correction, **IT WAS RESOLVED THAT** the notes from the meeting be accepted as Minutes of this meeting. Vote – Unanimous. The Resolution was carried.
- F&S.4 CHAIRMAN'S REPORT,** No report: items for discussion are included in the Agenda.
- F&S.5 CLERK'S REPORT.**
- 5.1. Action Log – noted.
- 5.2 Town Council Insurances: Report noted.
- 5.3 Land Registration – Report noted, Cllrs M. Graves and D. Suiter volunteered to assist the office with this project.
- F&S.6 RFO REPORT.**
- 6.1 **Dog Warden Funding:** NKDC advise two methods of calculating grant funding. **IT WAS RESOLVED THAT** the RFO would clarify the sum due to the Town Council. Vote: Unanimous; the Resolution was carried.
- F&S.7 FINANCIAL MATTERS.**
- 7.1 **Finance Report.** It was noted that Year Ended 31st March, 2014 accounts were awaited.

- 7.2 **Internal Auditor's Reports 13.02.14 & 16.04.14.**
- 7.2.1 13.02.14, para 5 – Receipts/administration of Christmas Market – Working Group is addressing this issue and proposals will be submitted to F&S Committee shortly.
- 7.2.2 13.02.14 , para 6 – **IT WAS RESOLVED THAT** recommendations regarding staff roles and responsibilities in the absence of the Clerk be referred to Personnel Committee.
- 7.2.3 16.04.14, **IT WAS RESOLVED THAT** recommendations regarding:
- Reducing petty cash held to £100;
 - Review of insurances; &
 - Disaster Recovery Plan
- be noted for action as appropriate, and that the Internal Auditors' reports be accepted. Vote: unanimous. The Resolution was carried.
- 7.3 **Allocation of Funding for Honorary Freedom Parade.**
IT WAS RESOLVED THAT the sum of £1,250 be allocated from budget line 10020/6 (Twinning Hospitality 2014/5) and that if there is a proposal to hold a Twinning Event in 2014 a virement from Reserves from balance of 2013/14 will be made. Vote: unanimous. The Resolution was carried.
- 7.4 **Balance of Earmarked Reserves 31.03.2014.**
It was noted that four major projects will be drawn from the reserves total £331, 911.68; Eastgate Car park, Eastgate Garages, Cemetery Paths and Monument Toilets. Five Year Plan relates to Open Spaces, see Agenda Item 10.
- 7.5 **Year End Accounts should be finalised by 30th May, 2014.** Noted.
- 7.6 **Financial Year 2013/2014 –**
- 7.6.1 Councillors were advised that balancing figures were subject to Year End finalisation. The Draft Statement of Accounts noted.
- F&S.8 MONEY'S YARD TOILETS.**
- 8.1 The Chairman advised that NKDC will agree to offer 12month lease only on the Toilets. No explanation for this decision has been given. It is believed that long-term would be to demolish the block.
- 8.2 In discussion:
- The short lease discourages STC improvements' plans,
 - Costs to maintain the toilets are increasing,
 - No budget in place for long-term investment in the toilet block
 - Concern that the Town, rather than District Council is open to criticism if toilets not maintained satisfactorily,
 - The Town Centre toilets are the most important
 - There would not appear to have been any NKDC discussion as to the long-term future of the toilet block.
- 8.3 **IT WAS RESOLVED THAT:** The Council would ask for confirmation that it is NKDC's Executive decision to limit the lease terms, and reasons for the decision taken. Officers to contact Mr. M. Taylor/Ms N. Camm at NKDC.

8.4 **IT WAS FURTHER RESOLVED** that the Toilets Working Group would look into other opportunities / locations for providing toilet facilities in the town. Vote: unanimous, the Resolution was carried.

F&S.9 FUTURE AGENDA ITEMS.

9.1 **Tractor Shed: IT WAS RESOLVED THAT** STC takes professional advice, at a cost of up to £2,000 regarding the current condition, the feasibility of updating the present building and or the cost of a replacement building; the cost of the professional advice to be vired from Capital Programme. Vote: 11 For, Abstentions 1. The Resolution was carried.

9.1.2 It was noted that decision regarding the Tractor Shed would be considered in conjunction with the Community Building, office space and town centre toilets.

F&S.10 SKATE PARK FUNDING.

10.1. In discussion:

- Skatepark will require refurbishments sooner than anticipated in 5 year plan.
- Funds available £52,000 & £35,590 provision in current financial year.
- Expenditure plan includes play equipment £32,000
- Equipment manufacturers provide specifications/layout suggestions
- Grant funding to be confirmed.
- Investigate Community Infrastructure Grants from LCC Funding Portal (website)
- Consider relocation/extension sites.

10.2 **IT WAS RESOLVED:**

(i) that a specification would be agreed with equipment suppliers

(ii) that current costs for the project would be sought

(iii) to seek additional grant funding.

Vote: Unanimous, the Resolution was carried.

Cllr K. Fernandes joined the meeting at 8.05p.m.

F&S.11 DRAFT FINANCIAL REGULATIONS – MODEL DOCUMENT, LALC. Previously circulated.

11.1 It was noted that each Council Committee shall prepare a three-year forecast and hoped that this could be put into place during the current year.

11.2 **IT WAS RESOLVED THAT** the Draft Financial Regulations would be taken to the Full Council Meeting 28th May, 2014. Vote: 9 For, Abstentions 2. Cllr D. Birks was absent from the room. The Resolution was carried.

F&S.12. DRAFT TERMS OF REFERENCE v1 - LALC Document, previously circulated.

12.1 After discussion, in which it was noted that Councillors could opt out of membership of the committee, **IT WAS RESOLVED THAT** the Finance and Strategy Committee would comprise 18 Councillors and a quorum would be 6 Councillors attending. Vote: 9 For; 1 Abstention. The Resolution was carried.

F&S 13 RESOLUTION TO MOVE INTO CLOSED SESSION.

13.1 **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.

13.2 **IT WAS RESOLVED THAT** Cllr T. Mayfield remain in the room, as a non-voting Councillor. Vote: Unanimous. The Resolution was carried.

13.3 Members of the public and press left the meeting.

F&S. 14. UPDATE(S) IN CONNECTION WITH RECREATION GROUND LAND.

14.1 Councillors noted that no further correspondence on this matter has been received from NKDC or the Developers. The subject is an Agenda item for the Full Council meeting to follow.

14.2 No further information is available regarding the F.I.T. stone being supplied by Coop.

F&S 15 EASTGATE CAR PARK

15.1 **Boundary Issues:** In response to solicitor's letters, The Mallards would not seem to wish to take up the parking proposals made by the Town Council. **IT WAS RESOLVED THAT** the Council's solicitors are instructed to close their files on this matter. Vote: Unanimous. The Resolution was carried.

15.2 It was noted that the matter could be revisited in the future, if requested. Present enforcement of parking spaces adjacent the Mallards will continue.

15.3 **Car Park & Garages:** White-lining work will be carried out as part of the Eastgate Garages demolition project. It is hoped that a favourable price to remark the yellow spaces can be obtained by doing the work at this time.

It was noted that a request was made to extend the meeting, was unnecessary as the meeting had not begun until 7.30p.m.

F&S.16 OFFICE PREMISES.

The Project Lead is looking into office premises as a high priority matter.

F&S 17 CEMETERY FOOTPATHS. –

17 The recommendations to approve a contractor and to commit to part or the total footpath reconstruction work, as summaries in the report (07.05.14) were approved, and will be presented to Full Council at its meeting on 28th May.

F&S 18 EASTGATE GARAGES.

18.1 Initial site meeting has been held with contractors. Liaison with owner/residents of The Folly needed regarding plants and trellis which will require environmental assessment before building work begins. Environmental concerns have been noted and will be respected.

15.5 **IT WAS RESOLVED THAT:** the contractors be requested to erect the new wall as close as possible to the existing boundary; that reassurance is given that no nesting birds/wildlife will be disturbed; that the Council will accept the cost of any necessary replanting in the Folly gardens. Vote: 10 For; 1 Against, 0 Abstentions.

15.6 Councillors were requested to note that a power supply could be required in the Tractor Shed and in the interests of efficiency and economy; contractors have been requested to quote to provide a cable duct from the existing electricity source to the shed, as an additional job.

F&S 19 MONUMENT GARDENS MUSEUM/TOILET BLOCK.

19.1 A useful meeting was held 9th May with interested parties. Building Regulations will be submitted by the end of the week, with an estimated two-week turnaround for approval by NKDC. Follow up meeting is scheduled for 23rd May.

There being no further business, the Chairman thanked all for attending and the meeting closed at 8.35p.m.

Mrs. S.M. Scholes,
Admin. Support Officer,
19th May, 2014.