

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

Minutes of the meeting of the **Finance and Strategy Committee** held on
Wednesday July 11th 2012 at 7:30pm
at The Source, Southgate, Sleaford

PRESENT: Cllr M Graves (Chairman)

Cllr I Dolby (Vice-Chairman)	Cllr J Mathieson	Cllr D Birks
Cllr B Watson (Leader)	Cllr J Charlesworth	Cllr K Dolby
Cllr T Mayfield	Cllr G Titmus	Cllr J Titmus
Cllr B Dunbar-Beckford	Cllr M Allan	Cllr G Jackson
Cllr D Andrews	Cllr K Fernandes	Cllr D Suiter
Cllr D Vere-Critchler		

Also present: Mrs S McIntyre (Clerk), Mr S Fletcher (Interim Deputy Clerk), Mrs L Savage (RFO), C/Cllr Dickinson and 4 members of the public.

F&S.1 APOLOGIES. Apologies, with reasons had been given to the Clerk from Councillor D Croker. This was accepted.

F&S.2 DECLARATIONS OF INTEREST. To receive disclosable pecuniary interest in accordance with s.34 of the Localism Act 2011. There were none.

F&S.3 CHAIRMAN'S REPORT.

The Chairman reminded Councillors that any actions from this meeting, and any working groups, should be reported at least one week before the August 15th Finance & Strategy Meeting.

F&S.4 CLERK'S REPORT.

- **GENERAL TRAFFIC ISSUES.** The comments returned have been collated and a meeting arranged with Highways Manager.
- **Graphics for Money's Yard toilets.** The situation with NKDC now charging for this was reported. This to go to the Services Committee.

F&S.5 MINUTES. Notes of the meeting held on May 16th 2012, had been circulated.

It was proposed by Cllr D Birks and seconded by Cllr D Vere-Critchler, that the Notes from May 16th 2012, with one minor amendment, be accepted as Minutes of that meeting.

Vote – 17 for. The Resolution was passed, the Chairman signed the Minutes.

F&S.6 FINANCIAL REPORT Overview of whole council's position - appropriate reports attached.

- **BACS PAYMENTS.** To resolve that payments for wages and other associated costs, eg pensions, may be paid when they are due by way of the BACS payment system. This resolution then to go to the Full Council on July 18th, for a Resolution from that meeting.

The Chairman asked the Committee Chairman to comment on their Committee reports.

The Chairman provided further explanation on some significant overspend and underspend items throughout the Council's budget.

- **Services** – Cllr G Titmus – Overall looking very well and within budget.

Cllr M Graves explained some overspend and underspend details.

- **Finance & Strategy** – Cllr M Graves – Eastgate Car Park. He asked the Chairman and Vice-Chairman of Services with the Leader and Mr S Fletcher to bring some figures to the next meeting.
- **General Purposes** – Cllr D Suiter – generally alright. Some virements may be needed but within the General Purposes budget.
- **Personnel** – Cllr K Dolby – There is an underspend on wages. Temporary staff have been taken on to assist in Services and in the office.
- **Overall** – Cllr M Graves said the whole budget was showing a projected underspend. He asked Councillors to deliver projects this current financial year.
- **BACS** – It was proposed by Cllr D Birks and seconded by Cllr D Vere-Critchier that payments for wages and other associated costs, eg pensions, may be paid when they are due by ways of the BACS payment system.

Vote – 17 for. The Resolution was passed. This to go to the Full Council Meeting on July 18th.

F&S.7 AUDIT MATTERS:

- **Internal Auditor - Appointment** – It was proposed without notice by Cllr D Birks and seconded by Cllr M Allan that this item be moved to the end of the meeting and heard in closed session.
- **Internal Auditor - Report** – Cllr B Watson congratulated all the staff. All Councillors agreed a vote of thanks should be minuted. It was proposed by Cllr B Watson and seconded by Cllr D Vere-Critchier to accept the report. Vote – 17 for. The Resolution was passed.
- **External Auditor** – New auditors appointed – This was noted.

F&S.8 MUSIC EVENT FOR BOSTON ROAD – To discuss and decide whether to grant permission for event on Boston Road Recreation Ground.

Mr S Fletcher explained his report. There were concerns about the right of way, and what, if any, vehicles would be allowed, would there be adequate toilet facilities and maintaining the noise levels.

It was proposed by Cllr K Dolby and seconded by Cllr I Dolby to accept the report and agree in principle to the event being held. Mr S Fletcher to negotiate a suitable charge and deposit.

Vote – 16 for and 1 abstention. The Resolution was passed.

F&S.9 B.I.D. To decide/resolve how the Town Council should vote – votes have to be received by 5pm July 12th.

The Chairman explained the original BID vote and that the Town Council was a founder member. He answered some questions about the BID.

Cllr M Allan proposed how the Town Council should vote, this was seconded by Cllr G Titmus.

Vote – 13 for and 4 abstentions. The Clerk completed the ballot papers and signed them.

The ballot is a confidential ballot and the results will be published on July 13th

F&S.10 STANDING ORDERS – Working group’s revision to S. O’s – recommendation to forward for adoption by FC meeting July 18th.

Cllr J Charlesworth, a member of the Standing Orders revision panel said there were still some on-going issues.

Cllr D Suiter explained in detail some of his concerns about the revised document.

The Chairman explained that the revision of the accompanying “Guide,” would be the next task of the Group.

It was proposed by Cllr D Suiter and seconded by Cllr K Fernandes that the Standing Orders go back to the Working group for further amendment.

Vote – 2 for; 9 against and 4 abstentions. The Resolution was not carried.

It was proposed by Cllr M Allan and seconded by Cllr D Vere-Critchler that the Standing Orders be accepted and forwarded to the Full Council Meeting on July 18th for acceptance.

Vote – 14 for; 2 against and 1 abstention. The Resolution was passed.

Cllr J Mathieson said that any Councillor who had concerns should have made these known before the meeting.

F&S.11 TOWN COUNCIL SURGERIES – Meeting held July 2nd.

Cllr B Watson explained the report. There was general agreement with Surgeries. Comments were made about swapping.

It was proposed by Cllr M Allan and seconded by Cllr D Birks that the Surgeries take place every 2 weeks from August 4th to December 8th. A report to go to the clerk in the week following. If any Councillor cannot attend, it is their responsibility to arrange a substitute.

Vote – 16 for and 1 abstention. The Resolution was passed.

F&S.12 VOLUNTEERS POLICY.

Cllr D Suiter said his report was not ready.

F&S.13 BEST VALUE REVIEW: From meeting May 16th - Report from WG.

The Chairman called a Working Group Meeting for 6:30pm, Tuesday July 24th. Councillors M Graves, D Vere-Critchler, D Suiter and I Dolby are the Working Group. Venue to be confirmed.

F&S.14 MUSEUM TRUST – From FC meeting May 30th – discuss the next stage and possible lease.

Cllr G Titmus explained the current position and outlined some suggestions which he had first presented to an earlier Finance & Strategy Meeting. He said a meeting should be arranged. Cllr M Allan agreed and said there should be an agreement to examine the long term running costs and joint management.

It was proposed by Cllr G Titmus and seconded by Cllr D Suiter that “it is recommended that a group, formed by the Leader, Chairman of Finance & Strategy, Services and General Purposes and the Town Clerk and other Officers as appropriate, represent the Town Council to meet with representatives of the Sleaford Museum Trust in order to agree details for the progress of the museum project. Details to include: licence or short term lease; agreed material state of the toilet block on transfer; future long term leasing arrangement; provision of public toilet facility and any future partnership or collaboration.”

Vote – 17 for. The Resolution was passed.

F&S.15 CEMETERY – PATHS AND OTHER MAJOR WORKS – DRIVEWAY AND TOILET BLOCK. From meeting May 16th – “to examine the cemetery toilet block and establish a policy for future options, after which costings can be obtained”

It was proposed by Cllr G Titmus and seconded by Cllr K Dolby that this matter be passed to the Services Committee.

Vote – 17 for. The Resolution was passed.

F&S.16 TOILET PROVISION

From May 16th. Progress report, if any.

b) *To consider forming a Working Group to*

-Progress the above

-Agree location of a 2nd unit and seek agreement in principle as required

-Identify sources of funding including grants

-review if necessary the present short term lease - Moneys Yard facility

Councillors K Dolby and G Titmus (to be the lead Councillors) M Allan, D Suiter and D Vere-Critchler volunteered to form a Working Group. This group to report to Finance & Strategy on August 15th.

F&S.17 TOILETS ON ALLOTMENTS – Looks at costs and possible Lottery Funding – Cllr B Watson.

Cllr B Watson brought an article about allotment toilets being funded by the Big Lottery.

Cllr B Watson proposed and Cllr I Dolby seconded that the Town Council looks at possible grant funding for 2 toilets for allotments. This matter to remain with Finance & Strategy.

Vote – 17 for. The Resolution was passed.

F&S.18 FIELDS IN TRUST – Presentation by Mr Leeson July 4th – decide whether to progress this.

Cllr K Dolby summarised the meeting with Mr J Leeson. He clarified some points raised by Councillors.

Cllr K Dolby proposed and Cllr I Dolby seconded that the Town Council should progress the matter but that a Working Group be formed to discuss some details and report back to August 15th Finance & Strategy meeting.

Vote – 16 for and 1 abstention. The Resolution was passed.

The following Councillors volunteered as the Working Group: K Dolby (to be the lead Councillor) D Birks, B Watson, G Jackson, D Suiter, K Fernandes and D Vere-Critcher.

F&S.19 FUTURE AGENDA ITEMS, if any.

Cllr I Dolby suggested “Toilets on other recreations areas.” It was agreed this may be covered by an existing Working Group.

Cllr B Watson suggested new office accommodation. This is already being pursued by General Purposes Committee.

The Clerk reminded all Councillors to provide information of suitable premises to the office.

F&S.20 RESOLUTION TO MOVE INTO CLOSED SESSION.

It was proposed by Cllr D Vere-Critcher, 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. Seconded by Cllr M Allan.

Vote – 17 for. The Resolution was passed.

F&S.21 REGENERATION ISSUES – From May 16th: Report, Cllr M Allan.
“It was resolved that Cllr M Allan leads a Working Group to look at costs to the council prior to the next F and S meeting.”

It was resolved that a Working Group be formed to examine the information provided by Cllr M Allan.

F&S.7 AUDIT MATTERS: Internal Auditor - Appointment

It was resolved to accept the Working Group’s recommendation to appoint Mrs J Cooper.

There being no further business, the Chairman closed the meeting at 9:25pm.