

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

Minutes of the meeting of the **Finance and Strategy Committee** held on
Wednesday May 15th 2013 at 7:00pm
at The Source, Southgate, Sleaford

PRESENT: Cllr M Graves (Chairman)

Cllr M Allan	Cllr D Birks	Cllr J Charlesworth
Cllr K Fernandes	Cllr G Jackson	Cllr H Lorimer
Cllr T Mayfield	Cllr D Suiter	Cllr G Titmus
Cllr J Titmus	Cllr D Vere-Critchler	Cllr B Watson

Also present: Mrs S McIntyre (Clerk), Mrs M Waddingham (Assistant Clerk), Mrs L Savage (RFO) and a representative from the press.

The Chairman welcomed all present.

F&S.1 APOLOGIES. Apologies, with reasons had been given to the Clerk from Councillors J Mathieson, D Andrews, K Dolby and B Dunbar-Beckford. These were accepted.

Cllr I Dolby was also absent from the meeting. Cllr B Watson asked it to be noted that he was frequently absent with no apology.

F&S.2 DECLARATIONS OF INTEREST. To receive Disclosable pecuniary interests in accordance with S.34 of the Localism Act 2011.

There were none.

F&S.3 MINUTES. The Clerk's Notes from the meeting held on March 20th, 2013 have been circulated.

It was proposed by Cllr D Birks and seconded by Cllr G Titmus, that the Notes from the meeting held on March 20th 2013, be accepted as Minutes of these meetings.

Vote – 12 for and 1 abstention. The Resolution was passed, the Chairman signed the Minutes.

F&S.4 CHAIRMAN'S REPORT.

The Chairman said this is the last F&S meeting of this council year. He thanked all Committee Members, Office Staff and especially the RFO, for their hard work and the yearend surplus is very pleasing to see.

It was proposed by Cllr D Vere-Critchler and seconded by Cllr D Birks that a vote of thanks be given to the Staff.

Vote – 13 for. The Resolution was passed.

The Chairman urged councillors to make our public funds work harder during the forthcoming year and that although the Best Value review had not fed into the budget process as hoped that this could be achieved during the forthcoming year.

- **Car Park Working Group** – Update – The WG to meet 24th May at 10am - venue to be arranged. Report to be produced for the first week in July.

F&S.5 CLERK'S REPORT.

- **ACTION LOG** – The Chairman explained the Action Log and asked if there were any comments. Cllr G Titmus asked questions, the Clerk clarified these.
- **F.I.T.** – The Clerk said documents have been signed – now waiting for official documents and the plaque. Cllr G Jackson asked if there was going to be an unveiling of the plaque ceremony – this to be forwarded to FC 5th June, as an agenda item.
- **Highways** – STC involvement with new traffic model has been promised. The Clerk read out an e-mail from Karen Bradford. Cllr M Graves said the new traffic model does not accommodate new builds planned under the core strategy proposals. Traffic Model to be an agenda item on F&S 3rd July.
- **Title Deeds requested** – Eastgate Car park deeds – have been applied for. The Clerk explained and said one of the deeds needs to be clarified.
- **Monument Gardens Toilet Block** – SMT will be sending details of 3 builders to STC to obtain quotes for the toilet block.
- **Allotment toilets** – Cllr G Titmus authorised to apply for ECO2 grant. This is in progress and nearly complete.

F&S.6 COMMITTEES FOR 2013/14 – Report attached regarding committee selection – recommendation to be forwarded to Full Council on May 29th.

The Chairman explained the report and said this was for recommendation to Full Council only but selection of Councillors at this meeting would ease administration.

It was proposed by Cllr D Vere-Critchler and seconded by Cllr D Birks that:

1. The remaining 3 places for the Services Committee be selected by Cllr B Watson as Leader drawing three names from the 7 listed in the report.
2. The Services Committee plus the others noted in the report, then be submitted to the Full Council meeting on May 29th to be appointed, and for the Chairmen to be elected.

Councillors D Andrews, M Graves and T Mayfield, names were drawn.

Vote – 13 for. The Recommendation was passed.

F&S.7 FINANCIAL YEAR 2012/13 – The recommendations from Committee Chairmen re: use of surplus .

The Chairman explained the surplus as per the end of year bank reconciliation. It was £69075.36

It was proposed by Cllr M Allan and seconded by Cllr H Lorimer to accept en-bloc, the recommendations, as below:-

£50,000.00 to earmarked reserves as below:-

£10,000.00 to Eastgate Garages

£10,000.00 to Monument toilet

£2,000 to Cemetery toilets

£8,500.00 Allotment toilets and

£19,500.00 to Cemetery paths.

£1,701.95 was put into the General Reserves to maintain balance of £150,000.00

£300.00 is to remain in the current account for repainting of 3 Mill House.

£17073.41 balance moved to the General Reserves to cover any overspend on forthcoming projects.

Vote – 13 for. The Recommendation was passed.

The Chairman explained the difference between the total net balance from the budget report and the Surplus for the year. He explained that the difference was the result of the virements between budget lines being incorrectly entered into the finance software and assured members all is correct in the bank accounts.

F&S.8 FINANCIAL REPORT

- Overview of whole council's position.
Cllr H Lorimer asked if the 'play schemes' could be deleted from that line. After several questions, this report was noted.
- Bank accounts consolidated – The RFO updated members.
- Internal Auditor's report. – The Internal Auditors report confirmed that the Council had correctly carried out its financial responsibilities in accordance with Local Government Financial Regulations. The committee noted other matters brought to its attention. There were several questions and the Clerk clarified.
- The Chairman said a full statement of the reserves will be presented to FC on 5th June.

Cllr M Allan proposed and Cllr K Fernades seconded to accept the above.

Vote – 13 for. The Resolution was passed.

The Clerk thanked Mrs Jen Cooper (internal auditor) and the RFO for their hard work.

F&S.9 FROM LAST MEETING:

- **Best Value** – April 12th Meeting – The Chairman explained his report.

It was proposed by Cllr D Vere-Critchler and seconded by Cllr D Suiter that:

1. The Council notes the report.

2. RFO to become the support officer for the working group.
3. The Council agrees to reimburse Braunstone Town Council for expenses incurred in visiting the STC offices.
4. Next meeting to be held on 31st May at 10am, venue to be confirmed.

Vote – 13 for. The Resolution was passed.

- **Cllr B Watson** – Empty Shops – pressure Landlords to tidy up. Cllr B Watson updated members and said he is waiting for further replies.
- **Town Plan** – A meeting date for 7th June at 10am was set. Location to be decided by the Chair and the Clerk. Cllr M Allan to make contact with the firm who North Hykeham use – hopefully free of charge.

Working group: Councillors M Allan, G Titmus, B Watson, K Fernandes and G Jackson.

F&S.10 CORE STRATEGY TEAM – any dates from Mr L Fleming/Mr A McDonough? NKDC contacted for their views.

The Clerk explained an e-mail she had received and said Mr Fleming and Mr McDonough will send through dates.

F&S.11 FUTURE AGENDA ITEMS.

Cllr G Titmus – future progress of Monument Toilet block Lease and Management.

Cllr M Allan – any fall back contingency of TC's situation if current lease for Mill House, is not extended.

F&S.12 RESOLUTION TO MOVE INTO CLOSED SESSION.

It was proposed by Cllr D Vere-Critchler , and seconded by Cllr J Titmus, 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 – 13 for. The Resolution was passed.

F&S.13 OFFICE PREMISES – Update Cllr I Dolby.

Details of a property were presented to the meeting

It was resolved that a letter of intent is written to the Agent, as soon as possible expressing an interest in the property and for an emergency FC meeting to be called on 22nd May to progress with this further. Also, that the feasibility of removing some walls to be investigated. LALC to be contacted about the timescale of obtaining a PWLB.

There being no further business, the Chairman closed the meeting at 8:35pm.