

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT 9.10PM ON MONDAY 24TH JULY 2017 AT THE CIVIC HALL, POYNTON

PRESENT

Chairman: Cllr C Gorst

Cllrs: M Beanland, L Clarke, G King, H Murray, L Podmore, Mrs J Saunders and G Smith

SO56: Cllr Mrs S-J Gilmore

16. Recording of the meeting

The Deputy Clerk confirmed that the meeting is recorded for the purposes of minute taking. There were no other declarations of a recording of the meeting.

17. Questions from members of the public.

No members of the public were present.

18. Apologies for absence

Cllr Mrs R Horsman-Johnson.

19. Declarations of disclosable pecuniary or other interests

None.

20. Previous meeting minutes

RESOLVED: That the minutes of the Finance and General Purposes Committee meeting held on the 12th June 2017 are approved as an accurate record (7 for, 1 abstention)

21. To receive and consider a report from Cllr Charles Gorst about the Poynton with Worth Almshouse Trust.

The title deeds for the Almshouses have previously been kept in a safe at a Trustee's home. Cllr Gorst requested permission to store the deeds in the Town Council safe. The Clerk confirmed that there is room in the safe.

RESOLVED: That the title deeds are kept in the Town Council safe. (NC)

22. To receive and consider a report from the communication strategy task and finish group.

The Mayor spoke to the report previously circulated to the committee. The report deals with the website, twitter feed and social media. The report makes a number of recommendations.

The Clerk confirmed that the twitter feed was managed by a staff member until fifteen months ago when Mike Gallagher took over management of the twitter feed. Currently twitter is generally only used to retweet posts. There is staff capacity to take back management of the twitter feed but staff would need guidance how to manage both Facebook and tweets. There will be implications in relation to staff time and cost. The Facebook page would be used for information only.

The staff handbook will need to be updated and it is recommended in the report from the task and finish group that Cllrs Mrs Gilmore and Mrs Wylie produce draft administration guidelines. The current press protocol would need to be incorporated into any guidelines as would the code of conduct for staff and councillors. The degree of autonomy that the 'Webmaster' would have to update the website would also need to be set out.

RESOLVED: That the report is received (NC)

RESOLVED: Cllrs King and Mrs Wylie join the Task and Finish Group (NC)

RESOLVED: The website migration provider is approved (NC)

RESOLVED: Authority to create a Facebook page be delegated to the Task and Finish Group, to be led by Cllrs Mrs Gilmore and Mrs Wylie (NC)

RESOLVED: Facebook administration guidelines be created by Cllrs Mrs Gilmore and Mrs Wylie with agreed members of PTC staff (NC)

RESOLVED: Authority to undertake the necessary housekeeping is delegated to the Task and Finish Group, to be led by Cllr Mrs Gilmore working with agreed members of PTC staff (NC)

RESOLVED: Funding to undertake website migration is approved (NC)

RESOLVED: The agreed 'Webmaster' is given a degree of autonomy, subject to rules drafted by the Task and Finish group, to undertake proactive website updates (NC)

RESOLVED: The agreed 'Webmaster' is provided with agreed contacts for approval of additional posts to ensure updates can be regularly delivered (NC)

RESOLVED: Delivery of Twitter updates is passed to agreed members of PTC staff (NC)

23. To consider whether advertising signage should be allowed on street furniture and in flower beds in Poynton and make a recommendation to full council.

The Clerk spoke to the report on the advertising signage and possibilities for sponsorship. The Town Council had been approached by a local estate agent asking if they could put advertising signage on the town boundary signs.

*Members outlined some issues that would need to be considered:
Would the town's image be tarnished as fly posting isn't usually allowed?
Would a commercial sign detract from the town signs themselves?
What if the business fell into disrepute?
Would it be seen as a Town Council endorsement of the advertiser?*

There are two possible schemes; the sponsorship of a grass verge or a flower bed and to allow businesses to advertise on road signs. Members discussed the merits of both schemes.

Any money received should be ring fenced for the area where the sponsorship has taken place.

RESOLVED: That the report is received. That the Town Council declines putting advertising on street furniture including boundary signs but the Clerk investigates further the possibility of seeking discreet sponsorship of flower beds and similar amenities. The Clerk to approach suppliers to discover the financial benefits of managing the process (NC)

24. To receive and note the income and expenditure report for April to June 2017 for the Town Council.

The Chairman requested further information on the admin salaries. The Deputy Clerk to investigate.

A Member questioned why the audit fees were showing as £1,000. The Deputy Clerk confirmed that this was because of the way in which the audit fees were accrued.

A Member questioned why there appeared to be an underspend in fees and subs. The Deputy Clerk confirmed that the majority of the fees are a single annual payment. The fees for ChALC would take spending to nearly 100% of budget.

It was noted that Summer Fest had requested less money this year because of an underspend last year as a result of the event being cancelled due to heavy rain.

RESOLVED: That the income and expenditure report for April to June 2017 is received (NC)

25. To note the bank reconciliations for April and May as verified by the Chairman.

RESOLVED: That the bank reconciliations for April and May 2017, as verified by the Chairman, are noted (NC)

26. To receive the payment schedules for June 2017

The Committee members reviewed the payment schedules for June 2017.

RESOLVED: That the payments schedules for June 2017 are received (NC)

27. To consider and agree any communication messages arising from this meeting.

RESOLVED: That the Town Council will proceed as in the report from the communication strategy task and finish group

The meeting concluded at 10.00pm.