

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING HELD AT 8.00PM ON MONDAY 20TH MARCH 2017 AT THE
CIVIC HALL, POYNTON.

PRESENT

Chairman: Cllr C Gorst

Cllrs: M Beanland, L A Clarke, Mrs R Horsman-Johnson, G King, L Podmore,
Mrs J Saunders and G Smith

Attending under SO 56: Cllr Mrs S Horsman

77. Recording of meeting

The shorthand assistant confirmed that the meeting is recorded for the purposes of minute taking and the recording is deleted within a week when the draft minutes are produced.

There were no other declarations of a recording of the meeting.

78. Questions from members of the public

There were no members of the public in attendance.

79. Apologies for absence

Cllrs T Holbrook, Mrs T Lorde and H Murray.

80. Declarations of disclosable pecuniary or other interests

None.

81. Previous meeting minutes

RESOLVED: That the minutes of the Finance and General Purposes Committee meeting held on 6th February 2017 are approved as an accurate record (6 for, 2 abstentions)

82. Receive and consider an update from the Deputy Clerk relating to challenging the non-domestic business rates 2015 onwards

The Deputy Clerk noted that a case officer from the valuation office has now been appointed to the case. Further progress is awaited.

RESOLVED: That update from the Deputy Clerk relating to challenging the non-domestic business rates 2015 onwards is received (NC)

83. Receive and approve amendments to the bank mandate, including appointing a new Town Council cheque signatory

The Clerk spoke on the recommendations to the bank mandate. These include:

- To amend the bank mandate to have two signatories out of five that are able to sign cheques.
- To appoint a new Town Council cheque signatory.

Members proposed that Cllr Mrs Sewart is appointed the new Town Council signatory.

RESOLVED: That the bank mandate is amended so that all cheques require two signatories. Also, that one former councillor is removed as a signatory and replaced by Cllr Mrs Joan Sewart.

84. Receive an update on the revisions to the Town Council's Financial Regulations by the Task and Finish group

It was proposed that there is a meeting of the Task and Finish group to review and update the revisions to the Town Council's Financial Regulations prior to the next Finance and General Purposes committee meeting on 8th May 2017.

RESOLVED: That a meeting of the Task and Finish group is held prior to the next Finance and General Purposes committee meeting on 8th May 2017 (NC)

85. Receive and note the income and expenditure report to 28th February 2017 for the Finance and General Purposes Committee and Town Council

The Deputy Clerk spoke on the income and expenditure report to 28th February 2017 and explained the following:

- The salaries combined will come in slightly under budget.
- The computer costs include the purchase of additional software and coding has been corrected.
- There has been a gain in photocopying costs.
- The room rental income is slightly better than anticipated.

RESOLVED: That the income and expenditure report to 28th February 2017 for the Finance and General Purposes Committee and Town Council is received (NC)

86. Review the Town Council's insurance cover for 2017/18

The Clerk spoke on the written report for the Town Council's insurance cover for 2017/18.

It was proposed that insurance for the Mayor's regalia is explored.

RESOLVED: That a valuation for the Mayor's regalia is obtained from a local jeweller. That the information is received and considered at a future F & GP meeting (NC)

RESOLVED: That the review of the Town Council's insurance cover for 2017/18 is received. That the Deputy Clerk explores the possibility of negotiating a reduction in the insurance premium of the Town Council van (NC)

87. Review the Town Council's website

The Clerk spoke on the review of the Town Council website. Currently the web manager receives posts from the Clerk and Deputy Clerk to be included on the website. Tweets from the police and CE are posted directly without instruction by the Town Clerk. The Clerk noted that CE are due to launch a new website product as of 1st April 2017.

Members discussed the Town Council website and from discussion the following points were noted:

- The website is the main marketing tool for the Town Council.
- The Town Council should retain control of the website.
- To consider broadening communication and adapt the website to include Facebook and twitter.
- To consider how much authority the web manager requires to make changes.

RESOLVED: That a Working Party comprising Cllrs Clarke, Podmore and Mrs Gilmore is formed to explore improvement to the Town Council website in connection with a wider communication strategy (NC)

88. Note the bank reconciliations for January and February 2017 as verified by the Chairman

RESOLVED: That the bank reconciliations for January and February 2017 are deferred to the next meeting (NC)

89. Receive and note the receipts and payment schedules for January and February 2017

Members received the receipts and payment schedules for January and February 2017 and the following points were noted:

- 8630; typographic error to be corrected.
- Photocopier leases; both leases are under an agreed contract until 2019 with a planned review in August 2017.
- Drainage of Hockley Park; the draining has been effective with good results in drying out the ground.
- Clerk paying for costs; this issue is due to be addressed through improvements in electronic banking.

RESOLVED: That the receipts and payment schedules for January and February 2017 are received and noted (NC)

90. Consider and agree any communication messages arising from this meeting

RESOLVED: That there were no communication messages arising from this meeting (NC)

Meeting end time: 8.45pm