

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD AT 8.00PM ON MONDAY 4<sup>TH</sup> JUNE 2018 AT THE CIVIC HALL, POYNTON

PRESENT

Chairman: Cllr C Gorst

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

Officers in attendance: L Osborn (Town Clerk), H Barlow (Deputy Town Clerk) and T Juss (Minute taker)

There was a proposal to consider the train service to and from Poynton as an additional item of business under SO 19.

**RESOLVED: That the train service to and from Poynton is considered as an additional item of business under SO 19 (NC)**

9. Anyone attending or present at the Committee meeting declares that they are making, or intend to make, an audio recording and/or film the meeting

The Minute Taker 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.

10. Questions from members of the public

There were no members of the public in attendance.

11. Apologies for absence

Apologies were received and approved from Cllr Mrs J Saunders.

12. Declarations of disclosable pecuniary or other interests

There were none.

13. Approve as an accurate record the minutes of the previous meeting of the Finance and General Purposes Committee meeting held on 21<sup>st</sup> May 2018

The minutes of the previous meeting were unavailable and the agenda item was deferred to the next Finance and General Purposes Committee meeting.

**RESOLVED: That the minutes of the Finance and General Purposes Committee meeting held 21<sup>st</sup> May 2018 are received at the next committee meeting (NC)**

14. Note the payment schedules for February, March and April 2018

Members reviewed the payment schedules. The Deputy Clerk confirmed that the entry for Montagu Evans is a saving on the business rates of £17,000 for the period 2015 to 2017.

**RESOLVED: That the payment schedules for February, March and April 2018 as verified by the Chairman are noted (NC)**

15. Note the bank reconciliations for February, March and April 2018 as verified by the Chairman

**RESOLVED: That the bank reconciliations for February and March 2018 as verified by the Chairman are noted. That the bank reconciliation for April 2018 is deferred to the next Finance and General Purposes meeting (NC)**

16. Receive and note the income and expenditure report for the financial year 2017/18 for the Town Council

**RESOLVED: That the income and expenditure report for the financial year 2017/18 for the Town Council is noted (NC)**

17. Receive and consider the unaudited financial statements for the year ended 31st March 2018

Members received and considered the unaudited financial statements for the year ended 31st March 2018. The Clerk spoke to outline the three key documents. The Clerk confirmed that the Town Council ensure regular reporting and meet all the assertions in the governance statement.

The Deputy Clerk spoke on the written summary of the financial statements for the year ended 31st March 2018 and highlighted the areas of significant differences from the previous year. Members raised queries which were clarified as follows:

- The additional room hires have not increased the supervising staffing budget significantly; this is only 10% over budget. Although an additional supervisor has been recruited this has been to share the existing supervisor hours.
- It was confirmed that the Town Council assets do not appreciate. From this discussion, it was agreed that the Town Council should obtain a revaluation of assets for insurance purposes.
- The Town Council do not have an overdraft facility on the Royal Bank of Scotland account.

**RESOLVED: That the unaudited financial statements for the year ended 31st March 2018 are received. That the unaudited financial statements for the year ended 31st March 2018 are recommended for approval to the full Town Council (NC)**

18. Receive and consider the internal audit report for 2017/18 by JDH Business Services Ltd

The Clerk spoke on the latest internal audit report for 2017/18 by JDH Business Services Ltd. The following points were noted:

- There is good progress on the General Data Protection Regulation (GDPR)
- The current accounting system does not enable ledger codes to be collated for reporting purposes and the current system is out dated. A new nominal structure is recommended by the accountant.

**RESOLVED: That the internal audit report for 2017/18 by JDH Business Services Ltd is received. That the GDPR matters are resolved. That a modernised reporting system which enables ledger codes to be reorganised is considered. That the Clerk provide a report on the investment strategy and recommendations to be considered at the next committee meeting (NC)**

19. Receive and consider the Town Council's Annual Governance and Accountability Return for 2017/18

The Clerk spoke on the annual governance statement, the financial statements and the accounting statements for 2017/18.

**RESOLVED: That the Town Council's Annual Governance and Accountability Return for 2017/18 is received and recommended to the full Town Council for approval (NC)**

20. Review and approve the Town Council's risk assessment for 2018/19

Members reviewed the Town Council's risk assessment for 2018/19. The following points were noted:

- To amend the title of the Inland Revenue on Page 3.
- The Resilience Plan needs to be updated and refreshed.
- The Clerk confirmed that a nursing home in Adlington has been identified as potential premises for contingency in the resilience plan.

**RESOLVED: That the Town Council's risk assessment for 2018/19 is received and recommended to the full Town Council for approval.**

21. Consider approval of the payment to ChALC of the Town Council's affiliation fee for 2018/19 of £1,470.04

The Clerk spoke on the benefits of membership of the Cheshire Association of Local Councils (ChALC) including membership of the National Association of Local Councils (NALC). The Clerk noted that, in general, ChALC provide good guidance and legal advice. Members agreed that membership of ChALC is beneficial.

**RESOLVED: That the payment to ChALC of the Town Council's affiliation fee for 2018/19 of £1,470.04 is approved.**

22. Consider the renewal of the subscriptions to Campaign for the Protection of Rural England (CPRE) and Cheshire Community Action (CCA)

**RESOLVED: That the renewal of the subscription to Campaign for the Protection of Rural England (CPRE) is approved. That consideration of the renewal of the subscription to Cheshire Community Action (CCA) is deferred to the next committee meeting (NC)**

23. Receive and consider a report from the Deputy Clerk relating to challenging the non-domestic business rates from 1st April 2017 onwards.

The Deputy Clerk spoke on the report relating to challenging the non-domestic business rates from 1st April 2017 onwards. The committee agreed with the recommendation in the report to engage the services of Montagu Evans to undertake the Check, Challenge and Appeal process.

**RESOLVED: That the report from the Deputy Clerk relating to challenging the non-domestic business rates from 1st April 2017 onwards is received and the recommendation in the report approved (NC)**

24. Note the remit for the Finance and General Purposes Committee

The committee received and reviewed the remit of the Finance and General Purposes Committee. The following points were agreed:

- To review bullet point 6 relating to fees and charges.
- To request a possible change to the remit at the next meeting of the Standing Orders Working Group.
- To add for approval the item to a subsequent agenda.

**RESOLVED: That the remit for the Finance and General Purposes Committee is noted. That the possible change to the committee remit is referred to the next meeting of the Standing Orders Working Group and included for approval in a subsequent agenda (NC)**

#### **25. Agenda Item under SO 19:**

At a recent Town Council meeting a resident raised their concern about the introduction of a new train timetable for trains to and from Poynton. Members agreed that the new timetable provides a reduced train service. A number of trains have been cancelled recently. Also the last train from Manchester to Poynton has been removed from the timetable. An article in the Macclesfield Express in March 2018, claims that under the introduction of the new train timetable, Poynton would experience an increase in train services and this has not happened. Car park charges introduced by Northern Rail at Poynton train station continue to have a negative impact on neighbouring streets. The new half hourly service as expected and promised has not been implemented and the service provider, Northern Rail, has failed to deliver the promised commitments.

**RESOLVED: That the Town Council make remonstrations to Northern Rail, cc Mr David Rutley MP; noting that the service is unsatisfactory and the new service is also**

**unsatisfactory. That Cllrs Clarke and Gorst draft a suitable letter stating that the service is wholly inadequate (NC)**

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

- The representation of the train service to Northern Rail and to the local MP.
- That the external audit is publicised at the appropriate time.

**RESOLVED: That the communication messages stated are approved (NC)**

Meeting end time: 8.45pm

Minutes approved

Signed (Chairman):

Date: