

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING
HELD AT 8.00PM ON MONDAY 22ND JANUARY 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 and Mrs J Saunders

66. 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 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.

67. Questions from members of the public

There were no members of the public in attendance.

68. Apologies for absence

Cllrs H Murray and G Smith.

69. Declarations of disclosable pecuniary or other interests

None.

70. Approve as an accurate record the minutes of the previous meeting of the Finance and General Purposes Committee meeting held on 11th December 2017

RESOLVED: That the minutes of the Finance and General Purposes Committee meeting held 11th December 2017 are approved as an accurate record (4 for, 3 abstentions)

71. Receive and consider the draft Town Council's Financial Regulations

The Clerk spoke on the draft Town Council's Financial Regulations. The regulations are based on the model NALC guidelines and have been reviewed by the Chair, the Clerk and the working party with some agreed amendments.

From discussion the following amendments were agreed:

- Page 15, item 12.5, Construction Contracts; to include that the Chair and Vice Chair have the option to call a special meeting.
- Page 7, item 5.1; to amend the duplicate numbering.
- Page 17, item 17.2; to reference that the Clerk requires risk training.
- GDPR changes to be included.

RESOLVED: That Town Council's Financial Regulations, subject to the agreed amendments, are approved (NC)

72. Receive and consider a draft Debt Collection and Bad Debt Policy

From the review of the draft Debt Collection and Bad Debt Policy the committee agreed to include the following amendment:

- That there is provision that where a customer is in a situation delinquent with bad debt they are not allowed to obtain use of services by credit, only by cash payment.

RESOLVED: That the Debt Collection and Bad Debt Policy, subject to the agreed amendment, is approved (NC)

73. Receive and consider a draft Reserves Policy

From the review of the draft Reserves Policy the committee agreed that for clarification the following point is included:

- That at any one time the general reserve including the unallocated earmarked reserves should cover the overall risks.

RESOLVED: That the Reserves Policy, subject to the agreed amendment, is approved (NC)

74. Receive and consider a report on the General Data Protection Regulation (2018) (GDPR) from the Town Clerk.

The Clerk spoke on the written report on the General Data Protection Regulation (2018) (GDPR). The Clerk confirmed that further documentation from the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) is due to become available later this month and this will provide further guidance on the GDPR.

RESOLVED: That the report on the General Data Protection Regulation (2018) (GDPR) from the Town Clerk is received. That a GDPR task and finish group is established. That the Clerk contact all councillors to request volunteers for the task and finish group. That this issue is included on the next meeting agenda to fully consider all the available information (NC)

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

The Clerk reported that there has been a successful outcome to the challenge to the non-domestic business rates from 2015 onwards by Montagu Evans on behalf of the Town Council. Consequently, there will be a rebate of £17,800 to the Town Council. The Clerk confirmed that there will be a % charge of the £17,800 to be paid to Montague Evans. The business rates from April 2017 have been reviewed and the details are awaited. The Town Council expect a reduction of approximately £10,000 in the revised annual figures for the non-domestic business rates.

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

76. Receive and note the income and expenditure report for October to December 2017 for the Finance and General Purposes Committee and Town Council

The Clerk spoke on the income and expenditure report for October to December 2017 for the Finance and General Purposes Committee and Town Council highlighting the main points. In summary, the expenditure is on target.

RESOLVED: That the income and expenditure report for October to December 2017 for the Finance and General Purposes Committee and Town Council is received and noted (NC)

77. Note the bank reconciliation for November and December 2017 as verified by the Chairman

RESOLVED: That the bank reconciliation for November 2017 as verified by the Chairman is noted. That the bank reconciliation for December 2017, due to a slight discrepancy, will be received at the next Finance and General Purposes Committee meeting (NC)

78. Receive and note the payment schedules for November and December 2017

Members reviewed the payment schedules for November and December 2017. The Clerk will explore the possibility of negotiating costs for the Christmas Fest fireworks and storage of the Christmas lights.

RESOLVED: That the payment schedules for November and December 2017 are received and noted (NC)

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

- Success with the business rates as a result of the challenge by the Town Council.

RESOLVED: That the communication messages arising from this meeting are approved (NC)

Meeting end time: 9.00pm