

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING HELD AT 8.00PM ON MONDAY 22ND OCTOBER 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

Officers in attendance: L Osborn (Town Clerk), T Juss (Minute Taker)

42. 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.

Members agreed that should there be a recording by a member of the public
then the Town Council would request a copy.

43. Questions from members of the public

There were no members of the public in attendance.

44. Apologies for absence

Apologies were received from Cllrs G Smith and Mrs N Wylie.

45. Declarations of disclosable pecuniary or other interests

There were no declarations of interest.

46. Approve as an accurate record the minutes of the previous meeting of the
Finance and General Purposes Committee meeting held on 23rd July 2018

**RESOLVED: That the minutes of the Finance and General Purposes
Committee meeting held on 23rd July 2018 are approved as an accurate
record (6 for, 1 abstention)**

47. Receive and note the payment schedules for July and August 2018

Members reviewed the payment schedules for July and August 2018 and the following points were clarified:

The entry of £112 for Clingfoil is for the regular purchase of cleaning items. The entry of £70 for Poynton Post was for the advertisement for the Council Community Support Team vacancies.

There are two entries for electricity; one for the building electricity with West Mercia and the other with EON for the street lights.

The entry of £285 for electricity in August 2018 was raised as a notably high charge. The Clerk will review the electricity costs; this charge may be due to the cost of an estimated reading because there was one month where submission of the electricity reading was missed. It was agreed that the entries for both the street lighting and the Council building need to be carefully monitored and investigated.

RESOLVED: That the payment schedules for July and August 2018 are received. That a report is prepared on energy bills for a subsequent meeting (NC)

48. Note the bank reconciliations for July and August 2018 as verified by the chairman.

RESOLVED: That the verbal report from the Chair to confirm that the bank reconciliations for July and August 2018 have been verified was noted (NC)

49. Receive and note the income and expenditure report for July and August 2018 for the Finance and General Purposes Committee and Town Council

Members reviewed the income and expenditure report for April to August 2018 for the Finance and General Purposes Committee and Town Council. The Town Clerk provided a summary on the significant items and explained that there is a lag in some areas of the accounts with bills still due in. In general, costs are as expected with no areas of concern.

The Town Clerk was requested to find out from Montagu Evans if the Town Council are likely to obtain a reduction in business rates. The entry for play equipment will be reviewed for accuracy.

Members reviewed the £3,000 in the annual budget for the Christmas Fest. In previous years, the allocation by the Town Council for the Christmas Fest has been £5,000. The annual budget for the Christmas Fest was restricted to £3,000 in anticipation that traders who are the main beneficiaries of the event would contribute more towards the Fest. It was noted that last year the contribution by local traders amounted to £1,500 and there was also a grant received from Cheshire East Council. The event incurs substantial costs including the clean-up of the streets and traffic management. The cost for the event is in the region of about £6,000. This year it is likely that the Christmas

Fest event will either need to be amended or the event ceased due to the low funding available. Members considered the issue and agreed that in comparison to previous years the traders made an improved contribution in 2017. Members agreed that the Christmas Fest should go ahead this year even if there is a slightly higher contribution made by the Town Council and the support required for the Christmas Fest should be advertised in the Poynton Post.

RESOLVED: That the Christmas Fest is continued even if there is a higher contribution required by the Town Council and providing that traders continue to contribute to the event was approved. That the matter is considered further by the COPS committee (NC)

RESOLVED: That the income and expenditure report for April to August 2018 for the Finance and General Purposes Committee and Town Council is received and noted (NC)

50. Receive and consider a report from the Town Clerk on a review of the Town Council's current budget for the financial year 2018-19 to 31st August 2018

The Clerk spoke on the written report from the Town Clerk on a review of the Town Council's current budget for the financial year 2018-19 to 31st August 2018.

RESOLVED: That the report from the Town Clerk on a review of the Town Council's current budget for the financial year 2018-19 to 31st August 2018 is received and noted (NC)

51. Receive and consider a report from the Clerk on the Town Council's reserves and a preview of the Town Council's 2019-20 budget

The Clerk spoke on the written report on the Town Council's reserves and a preview of the Town Council's 2019-20 budget. The following points were noted:

The impact of pension costs on salaries.

Election costs in the budget are sufficient. Potentially, £4,000 from the election earmarked reserve could be removed.

The potential impact of the proposed Citizens Advice Bureau (CAB) / outreach consultation will be reviewed in due course.

Consideration of payment for the toil time accrued by the Operations Manager; it was agreed that the issue with the toil should be resolved with payment. The payment should be made by 31st March 2019. Also an increase in the hours of work for 2019/20 will be considered as part of future decisions.

Clarity on the issue of tree ownership on Park Lane will be achieved through the audit of assets due to be completed soon by Cheshire East Council. The issue will be addressed by the Facilities, Infrastructure and Economic Development (FIED) committee.

Information on the Village Improvement Costs can be obtained from Cllr Murray.

It was clarified that funds from earmarked reserves cannot be used to fund the precept. An increase in the precept may be required to help fund the phasing of the budget from the Police Community Support Officers (PCSOs) to the Council Community Support Officers (CCSOs). It is anticipated that the actual expenditure will become clearer over the next few years.

RESOLVED: That the report from the Clerk on the Town Council's reserves and a preview of the Town Council's 2019-20 budget is received. That the report is circulated to the committees as required (NC)

52. Note the Standing Order decision about the supply of employment and health and safety services to the Town Council and to receive and consider a report from the Clerk about future contracts for their supply.

The Town Clerk spoke on the Standing Order decision about the supply of employment and health and safety services to the Town Council and members considered the report from the Clerk about future contracts for their supply. Members agreed that it would be prudent to assess the quality of work and to benchmark the service to ensure best value for money. Members were reluctant to enter into a five year service contract. The Town Clerk was requested to provide a written report for the next committee meeting to be considered.

The Town Clerk explained that the implementation and update of policies is an area of development for the Town Council. The Town Clerk was requested to check with the Cheshire East Ranger Service for advice about a Lone Working Policy.

RESOLVED: That the Standing Order decision about the supply of employment and health and safety services to the Town Council is noted. That the report from the Clerk about future contracts for their supply is received. That the Town Clerk provides a detailed written report about the supply of employment and health and safety services including alternative providers with feedback from other council users to the next committee meeting for consideration. That the health and safety report is presented to the next Management and Establishment committee meeting. That a one year contract for the supply of employment and health and safety services is approved (NC)

53. Receive and consider a community grant application for £2,000 from Poynton Pottery to part fund the making of ceramic sunflowers to be sold in aid of East Cheshire Hospice.

Members considered the community grant application for £2,000 from Poynton Pottery to part fund the making of ceramic sunflowers to be sold in aid of East Cheshire Hospice. It was agreed that the application does not meet the Town Council grant criteria. Members suggested that Poynton Pottery apply to Cheshire East Council for a community grant.

RESOLVED: That the community grant application for £2,000 from Poynton Pottery to part fund the making of ceramic sunflowers to be sold in aid of East Cheshire Hospice is rejected on the basis that it does not meet the Town Council grant criteria (NC)

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

RESOLVED: That support and donations for the Christmas Fest is the agreed communication message arising from this meeting (NC)

Meeting end time: 9.30pm

Chair.....

Dated.....