

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
HELD AT 8.00PM ON MONDAY 23<sup>RD</sup> JULY 2018 AT THE CIVIC HALL,  
POYNTON.

PRESENT

Chairman: Cllr C Gorst

Cllrs: M Beanland, L A Clarke, G King, L Podmore, G Smith, Mrs J Saunders and Mrs N Wylie

Attending under SO 54: Cllr Mrs S Horsman substituting for Cllr Mrs R Horsman-Johnson

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

27. 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.

28. Questions from members of the public

There were no members of the public in attendance.

29. Apologies for absence

Cllr Mrs R Horsman-Johnson.

30. Declarations of disclosable pecuniary or other interests

None.

31. Approve as an accurate record the minutes of the previous meetings of the Finance and General Purposes Committee meeting held on 21<sup>st</sup> May 2018 and 4<sup>th</sup> June 2018

**RESOLVED: That the minutes of the Finance and General Purposes Committee meeting held on 21<sup>st</sup> May 2018 are approved as an accurate record (7 for, 2 abstentions)**

Members requested that when the Town Council receive a response from Northern Rail the information is circulated ahead of the next meeting.

**RESOLVED: That the minutes of the Finance and General Purposes Committee meeting held on 4<sup>th</sup> June 2018 are approved as an accurate record (7 for, 2 abstentions)**

32. Review and approve the Town Council's risk assessment for 2018/19, following referral from the Town Council meeting on 18th June 2018.

The Clerk spoke on the Town Council's risk assessment for 2018/19, following referral from the Town Council meeting on 18th June 2018. The Clerk confirmed that the amendments required had been completed.

The Deputy Clerk confirmed that as requested companies have been contacted to provide a quotation for building valuation for insurance purposes. So far one quote has been received. The Deputy Clerk will secure two further quotes.

It was noted that the Clerk is waiting on an insurance valuation to insure the Mayor's chain for the forthcoming visit to Haybes.

**RESOLVED: That the Town Council's risk assessment for 2018/19, following referral from the Town Council meeting on 18th June 2018 is received and approved (NC)**

33. Consider the appointment of a Data Protection Officer.

The Clerk confirmed, as previously, that under the General Data Protection Regulation (GDPR) there is no requirement for a Data Protection Officer however it is considered good practice. The Clerk explained that a national body is due to offer a DPO service and there are also external DPO providers. The Clerk confirmed that the Town Council have completed a data analysis.

**RESOLVED: That there is no action to appoint a Data Protection Officer until more options and offers become available (NC)**

34. Receive and consider a verbal update from the Deputy Clerk relating to challenging the non-domestic business rates 2017 onwards.

The Deputy Clerk provided the following verbal update relating to challenging the non-domestic business rates 2017 onwards:

- Montagu Evans have been instructed to begin the appeal process for 2017
- This a three stage process; check, challenge and appeal
- The check stage has been completed
- The challenge has been submitted by Montagu Evans on 20th June 2018

- There is no timescale available yet on determination of the challenge.

**RESOLVED: That the verbal update from the Deputy Clerk relating to challenging the non-domestic business rates 2017 onwards is received (NC)**

**35. Receive and note the payment schedules for May and June 2018**

Members reviewed the payment schedules for May and June 2018. The Deputy Clerk confirmed that the Town Council are currently tied into two photocopying contracts which are due to expire in February 2019. Terminating these contracts is cost prohibitive so the contracts will be allowed to run their course and cheaper options will be investigated to ensure cost effectiveness.

Two Members noted that they had not received a copy of the Payment Schedules.

**RESOLVED: That the payment schedules for May and June 2018 are received (NC)**

**36. Note the bank reconciliations for April, May and June 2018 as verified by the chairman.**

Members queried the process for noting the bank reconciliations. The Clerk noted 2.2. from the Financial Regulations.

The Chair made a verbal report to confirm that the bank reconciliations for April, May and June 2018 have been verified.

**RESOLVED: That the verbal report from the Chair to confirm that the bank reconciliations for April, May and June 2018 have been verified was noted (NC)**

**37. Receive and note the income and expenditure report for April to June 2018 for the Finance and General Purposes Committee and Town Council.**

Members reviewed the income and expenditure report for April to June 2018 for the Finance and General Purposes Committee and Town Council. It was noted that two Members had not received the report.

The Deputy Clerk spoke on the significant items:

- ICT; there have been additional purchases and this may exceed the budget by £500. There has also been an increase in the Microsoft Office cost
- Building Supervisor costs have increased because of a higher number of Civic Hall room hires
- Energy charges; there have been back charges due to an error in billing charges since 2015. Charges are now approx. £350 per month. Also the energy company are notified when street lights are converted to LED lights because this helps to reduce to bill.
- Line 1150, Civic Functions and Catering; the cost is likely to be 50% over budget because of an increase in the number of guests invited to Civic Sunday.

A Member confirmed that a working party should be set up to review the invited guests.

**RESOLVED: That the income and expenditure report for April to June 2018 for the Finance and General Purposes Committee and Town Council is received and noted (8 for, 1 abstention)**

38. Consider the renewal of the subscription to Cheshire Community Action (CCA).

**RESOLVED: That the renewal of the subscription to Cheshire Community Action (CCA) is approved (NC)**

39. Receive and consider a report from the Town Clerk about allotment charges for October 2019 to September 2020.

The Clerk spoke on the written report about allotment charges for October 2019 to September 2020.

**RESOLVED: That the recommendation in the report that the Town Council:**

- maintains the current level of charge for 2019/20
- considers increasing the charges for allotment year 2020/21 before October 2019

**is approved (NC)**

40. Receive and consider a report from the Derek Kemp of DCK Accounting Solutions Ltd about changing the Omega accounting package coding structure.

The Deputy Clerk spoke on the written report from the Derek Kemp of DCK Accounting Solutions Ltd about changing the Omega accounting package coding structure. The Deputy Clerk confirmed that the cost for the service is a one off cost of a few hundred pounds to the accountant to transfer the nominal codes to the new system. There is no additional cost for the software.

**RESOLVED: That the report from Derek Kemp of DCK Accounting Solutions Ltd about changing the Omega accounting package coding structure is received. That the change to the Omega accounting package coding structure is approved (NC)**

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

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

Meeting end time: 8.45pm

Chair.....

Dated.....