

**Approved Minutes of the Finance Committee Meeting held on Thursday 17<sup>th</sup> October 2017 in  
The Cell, The Old Court House, Bridge Street at 7.30pm**

**1. Apologies:**

Cllr L Clouting

**Present:**

Cllr S Bennell, Cllr S Garrett, Cllr J Jones (Chair), Cllr G Kitching

**In attendance:**

Mrs E Coe (Town Clerk/RFO) and one member of the public

**2. Declarations of Interest:**

None.

**3. Minutes of previous meeting:**

Cllr Jones proposed approval of the minutes of the meeting held on Wednesday 21<sup>st</sup> September, (previously circulated in draft form), which was seconded by Cllr Kitching and with one abstention due to absence all were in favour.

The Chairman then signed the minutes.

**4. Public Comment:**

None.

**5. Financial Matters:**

**Alpha Finance Report of Income and Expenditure to date:**

The Town Clerk/RFO provided the Alpha Report of Income and Expenditure to date which was considered in detail, noted, and a copy attached to the file copy of these minutes.

**Bank balances and bank reconciliations to date:**

The Town Clerk/RFO provided an HSBC printed copy of the bank balances to date, which was noted and a copy attached to the file copy of these minutes.

The Town Clerk/RFO provided details of all the bank reconciliations to date, and it was noted that all the reconciliations were completed and up to date. The Town Clerk/RFO advised that all financial documents were available to Councillors to view during Office hours.

It was agreed to re-order the agenda as follows:

**7. Action Plan:**

No business

**8. Correspondence:**

**2/11 FAYAP**

Thank you letter for the recent grant. Noted.

**5/11 The Friends of St Michael's Church**

Thank you letter for recent grant. Noted

**8/11 Rialtas**

Alpha support and maintenance fees. Noted.

It was agreed to recommend approval to Full Council of the cost of £515 + 45p per mile for the annual end of year closedown support.

**9. Budget 2018/2019**

Cllr Jones and the Town Clerk/RFO were continuing with the budget process and would report to the next meeting

**10. Matters of report or items for next agenda:**

None.

Cllr Jones proposed a resolution to exclude the press and public by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) for the next item because of the confidential nature of the business to be transacted, which was approved.

The member of the public left the meeting.

**6. Staff Matters:**

➤ Annual Appraisals

It was reported that all staff had completed the Annual Appraisals and interviews had been carried out by Cllr Kitching, Cllr Clouting and the Town Clerk. The Town Clerks interview had been carried out by Cllr Kitching and Cllr Clouting.

It was agreed to recommend approval of the completion of the appraisal process to Full Council on 2<sup>nd</sup> November when other staff matters would be considered.

➤ CCTV for Office:

The cost of a CCTV camera from Westrock CCTV was considered and it was agreed for the Town Clerk to investigate further in time for next meeting

**11. Date of next meeting:**

Next meeting Thursday 9<sup>th</sup> November 2017 at 7.30pm

Meeting closed at 20.38pm