

**Minutes of the Finance Committee Meeting be held on Thursday 12<sup>th</sup> January 2017 in the Town Council Meeting Room at 7.30pm**

**1. Apologies:**

None, all present.

**Present:**

Cllr L Barrett, Cllr S Bennell, Cllr S Garrett, Cllr J Jones (Chair), Cllr G Kitching and Cllr J Tanner

**In attendance:**

Mrs E Coe (Town Clerk/RFO)

**2. Declarations of Interest:**

None.

**3. Minutes of previous meeting:**

Cllr Jones proposed approval of the minutes of the meeting held on Thursday 8<sup>th</sup> December, (previously circulated in draft form), which was seconded by Cllr Garrett, 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 and 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.

**Ear Marked Reserves review:**

Funds in the EMR were considered and transfers agreed.

**Asset Register review:**

The annual review of the Asset Register was carried out, and it was agreed that there were no further changes to be made.

**Investments:**

HSBC had advised that the Capital 6 month investment would mature on 16<sup>th</sup> January 2017 (£29,235.08). It was agreed to reinvest the balance plus interest for a further six month period.

**6. Staff Matters:**

**Annual Appraisals:**

It was noted that the Annual Appraisal of Town Council employees in accordance with the Finance Committee Terms of Reference had been completed. The Appraisal process and annual review of contracts, job descriptions and pay would be put forward for approval to Full Council on 2<sup>nd</sup> February. Cllr Barrett and the Town Clerk were currently working on updating the job descriptions.

**Update on progress of Local Council Award 'Quality' application:**

The Town Clerk/RFO provided draft copies of the following documents with the agenda:

Town Council Contracts

Town Council Delegated Powers (Scheme of Delegation)

Both documents would be recommended to Full Council for approval.

**Terms of Reference – Planning Committee:**

Cllr Barrett suggested revising the wording agreed at Full Council on 5<sup>th</sup> January 2017; deleting 'Planning Committee' and adding 'Town Council' in its place, which was agreed. The revision would be put forward to Full Council for approval on 2<sup>nd</sup> February.

**7. Annual Review of Risk Assessments:**

- Town Council Office – Cllr Kitching
- Financial Management – Cllr Barrett
- Credit Card – Cllr Garrett

*[Handwritten signature]* 9/2/17

To be considered at the next meeting with a view to making a recommendation to Full Council on 2<sup>nd</sup> March for approval.

**8. Correspondence:**

**SSE – 15/01**

Invitation to renew energy contract for town clock electricity. Agreed.

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

- Action Plan 2016/2017 review
- Staff Management Training

**10. Date of next meeting:**

Thursday 9<sup>th</sup> February 2017 at 7.30pm

Meeting closed at 9.07pm

*DMJ*  
2/2/17