

**Draft Minutes of the Finance Committee Meeting held on Thursday 21st September 2017 in
The Cell, The Old Court House, Bridge Street at 7.30pm**

1. Apologies:

Cllr S Garrett

Present:

Cllr S Bennell, Cllr L Clouting, Cllr J Jones (Chair), Cllr G Kitching and Cllr J Tanner.

In attendance:

Mrs E Coe (Town Clerk/RFO)

2. Declarations of Interest:

Cllr Kitching declared an Interest in the Correspondence item 8/10 and signed the Interest Book.

3. Minutes of previous meeting:

Cllr Jones proposed approval of the minutes of the meeting held on Wednesday 26th July, (previously circulated in draft form), which was seconded by Cllr Tanner with all 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.

External Audit:

The notification of completion of the Audit for the year ended 31st March 2017 was noted and would be minuted as required at the next Full Council meeting.

6. Annual Review of Policies and Documents:

The following policies and documents were reviewed and amendments agreed. All documents would be recommended to Full Council for approval on 5th October.

Standing Orders

Financial Regulations

Code of Conduct/Model Publication Scheme/Freedom of Information/Data Protection

Complaints Procedure

Grievance procedure

Health & Safety Policy and Statement

Child Protection Policy

Equal Opportunities Policy

Equality Policy Statement

Internal Audit Effectiveness Review

CCTV Policy

Filming, Videoing, Photography and Audio Recoding at Council Meetings – revised

Balloons and Sky Lanterns Ban

Review of Risks of Legionnaire's Disease

Terms of Reference for Committees, Sub-Committees and Working Groups

Terms of Reference for Infrastructure Plan Working Groups (Parking/Footpaths and Cycleways/Community Centre)

Illegal Fly Posting

Community Engagement Policy – revised

Retention of Documents Policy

Current Policies and Documents Control Management System

Grant Policy – revised

Disciplinary Procedure
Risk Assessment Record and Procedure
Appraisal Process (see Finance Committee ToF R)
Action Plan
Scheme of Delegation
Town Council Contracts
Training Statement of Intent
Staff Training
Councillor Training

7. Staff Matters:

➤ Annual Appraisals

All staff had completed their Annual Appraisals. It was agreed for Cllr Kitching, Cllr Clouting and the Town Clerk to carry out the appraisal interviews for the part time Office Assistants at a mutually convenient time for all.

It was agreed for Cllr Tanner, Cllr Kitching and Cllr Clouting to carry out the appraisal interview for the Town Clerk.

➤ Pension:

The Town Clerk reported that both part time staff had been provided with information on the pension scheme and given the opportunity to join. Both had declined

➤ Expenses

The request for payment of an optician's fee for eye testing for part time employees would be investigated further.

8. Action Plan:

No business.

9. Correspondence:

Item 8/10

A letter regarding the committee's decision not to award a grant to the United Free Church was considered. The grant had been refused as the application had been too generalised and unspecific. However, following further discussion and in the light of new information received in the letter, it was agreed to award a grant of £250 towards a new carpet, which would be recommended to Full Council for approval.

10. Matters of report or items for next agenda:

Budget 2018/2019

The December meeting would be rescheduled to 19th December at 7.30pm following IPC at 6.30pm

11. Date of next meeting:

Next meeting Thursday 12th October 2017 at 7.30pm

Meeting closed at 20.40pm