

**Approved Minutes of the Finance Committee Meeting held on Thursday 9th November 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) and Cllr G Kitching

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 17th October, (previously circulated in draft form), which was seconded by Cllr Kitching 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.

CIL Investment account:

It was agreed to recommend setting up a new investment account for CIL funds not required in the short term. Cllr Jones and the Town Clerk/RFO would investigate options with a view to reporting back to the next meeting.

6. Annual Review of Risk Assessments:

Financial Management – reviewed and agreed with no changes

Credit Card – reviewed and agreed with no changes.

The Town Clerk/RFO advised that once completed, all reviewed risk assessments would be presented to Full Council for approval.

7. Standing Orders/Policies:

The committee reviewed Standing Orders and Policies relating to confidentiality and agreed to discuss this matter further at the next meeting with a view to making a recommendation to Full Council in January.

8. Action Plan:

No business

9. Correspondence:

None.

10. Budget 2018/2019:

Cllr Jones and the Town Clerk/RFO had prepared the final draft following input from committees. The draft figures were discussed in detail along with the precept requirement for the next financial year. It was agreed to circulate the draft budget and budget notes with the agenda along with a recommendation for approval to Full Council on 4th January.

11. Employment Matters:

Cllr Jones proposed to approve the cost of £125 plus £25 mileage for a LCPAS Bespoke Staff Management and Appraisals course for the Town Clerk/RFO, which was seconded by Cllr Kitching with all in favour.

The wording for the Person Specification, Job Description and Job Advert for the Deputy Town Clerk position was agreed.

Following agreement at Full Council on 2nd November the Town Clerk had obtained a quotation for advertising as requested, which was considered. It was agreed to proceed with Option 2 (EADT, Coastal Scene and Jobs24) Cllr Kitching proposed approval of the cost from budget 1106 which was seconded by Cllr Garrett with all in favour.

Cllr Kitching agreed to provide wording for an article for the December News regarding the Office Restructuring.

The Town Clerk reported on the new General Data Protection Regulations coming into force in May 2018 and the training that she and the Office Assistant had recently undertaken. It was agreed to arrange a LCPAS Bespoke training course for Councillors and Staff on Thursday 15th March 2018 – Agenda item Full Council 7th December.

12. Matters of report or items for next agenda:

Informal meeting in January to discuss Action Plan.

13. Date of next meeting:

Next meeting Thursday 19th December 2017 at 7.30pm

Meeting closed at 20.59pm