

**STANLEY TOWN COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE**

MINUTES

MEETING: TIME: 18:30; DATE: 13/05/15; VENUE: Stanley Civic Hall, Front Street, Stanley, DH9 0NA

PRESENT: CLLRS: D. Marshall (Chair), D. Walker, D. Tully, D. Mills, A. Clegg and J. Nicholson.

APOLOGIES: CLLRS: B. Nair, R. Harrison, R. Ferris and C. Bell

ABSENT: CLLRS: T. Davinson

OFFICIALS: D. Shingleton (Acting Town Clerk) and G Fletcher (Internal Auditor)

OTHERS IN ATTENDANCE: Cllr B. Nixon.

MINUTE	SUBJECT:	NOTE/S	ACTION/S
FGP99-14	ITEM 1 - Apologies	Apologies received from Cllrs B. Nair, R. Harrison, R. Ferris and C. Bell were accepted by the Committee.	
FGP100-14	ITEM 2 - Declarations of Interest	Cllr D Marshall declared an interest in Graphic Print	
FGP101-14	ITEM 3 - Procedural and Appropriate Announcements from the Chair	None.	
FGP102-14	ITEM 4 - Minutes	It was RESOLVED that the minutes of the meeting held on 11 th March 2015 be approved as a correct record. The Acting Town Clerk reported that an electrician had inspected the Hall and identified the three immersion heaters and the lack of thermostatic control of some radiators as a significant cost. He also identified the meter which recorded consumption of energy costs relating to the Hub. It was AGREED that the Acting Town Clerk would check meter readings on the latest energy bills. He would also check why Legionella inspections were needed.	

FGP103-14	ITEM 5 - Public Participation	There were no public in attendance, and no written questions submitted before the meeting.	
FGP104-14	ITEM 6 – Internal Audit Reports	Consideration was given to two Internal Audit Reports on Budgetary Control and Main Accounting. In both cases a Substantial Assurance assessment was given. In respect of Budgetary Control, the Auditor recommended that a Medium Term Financial Plan be prepared; and in relation to Main Accounting, the recommendations were that separation of duties be improved and backups of financial information be done off site. It was RESOLVED that the reports be accepted and the recommendations noted. Mr. Fletcher was thanked for his reports.	
FGP.105-14	ITEM 7 - Invoices for Payment and Bank Reconciliation	The Acting Town Clerk talked members through his report. It was RESOLVED that: <ul style="list-style-type: none"> a) Members approve the payments schedules. b) Members note the total balances at the bank at the end of February 2015. c) Members note that the bank balances and Sage accounting figures both agree, indicating that all transactions are properly accounted for. d) The Acting Town Clerk produces a report on the cost of card machines at the Civic Hall in comparison with income received by that method. e) The Acting Town Clerk reviews the contract for mobile phones with a view to achieving savings. 	
FGP.106-14	ITEM 8 - Civic Hall Income and Expenditure	The Acting Town Clerk noted his report on Income and Expenditure. The Chair noted that the Committee had not yet received reports on the financial performance of each event at the Civic Hall, a trading account for the bar or a report on the financial implications of bottled alcohol rather than draft. Discussion also took place on the cost of the Ticket Machine for the Civic Hall. It was noted that there were problems with the Coke It was RESOLVED that: <ul style="list-style-type: none"> a) Members note the situation with Income and Expenditure; b) The acting Town Clerk produces reports on the financial performance of events, a trading account for the bar and the situation regarding bottled v draft alcohol as soon As possible. c) The Acting Town Clerk includes in his report to Council on the use of the loan, details of the Ticket Machine. 	

FGP.107-14	ITEM 9 – Draft Final Accounts 2014/2015 2015	<p>The Acting Town Clerk talked Members through his report on the Draft Final Accounts for 2014/2015 which was for information as Full Council is required to formally approve the accounts by 30 June.</p> <p>He referred to a likely underspending of £149,730 for the year after using earmarked reserves to fund Civic Hall costs and MIFs. This would increase unallocated reserves to £232,880. All known accruals and prepayments to date had been included.</p> <p>It was RESOLVED that Members note the estimated financial performance for the year and the financial position at 31 March 2015.</p>	
FGP.108-14	Date, Time and Venue of Next Meeting	8 th April 2015, 6:30pm, Stanley Civic Hall	
	Notes taken by D Shingleton	<p>Notes approved by:</p> <p>----- (Chair); ----- (Date)</p>	

Committee approved 16.05.15