
MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL

Held at Stanley Civic Hall, Front Street, Stanley on Wednesday 14th October 2015 at 6.30pm

PRESENT: Cllr D Walker* Cllr D Tully Cllr D Mills Cllr R Harrison
 Cllr D Marshall Cllr B Nair Cllr W Nixon Cllr J Nicholson

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
 Derek Shingleton (Finance Manager)

338 APOLOGIES

Apologies were received from Cllr C Bell

339 DECLARATIONS OF INTEREST

Cllr D Marshall declared an interest in Graphic Print as the Council had used the company's services in the previous month. Committee agreed this would not prevent Cllr Marshall from participating in any business on this agenda.

340 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

The Town Clerk advised Members that the migration of the current year accounts from the SAGE system was almost complete and the RBS system would be able to go live in the coming month. The Chairman and Members of the Committee thanked the Finance Manager for completing this significant piece of work in such a short time.

341 PUBLIC PARTICIPATION

No members of the public were present at the meeting.

342 CONFIRMATION OF MINUTES

It was proposed by Cllr B Nair and **RESOLVED** by the Committee that future agendas should contain an item detailing the responses to questions raised by members of the Committee at the previous meeting as he had noted that some questions raised at the previous meeting were not dealt with specifically in the current meeting's papers.

It was proposed by Cllr W Nixon, seconded by Cllr J Nicholson and **RESOLVED** that the Committee approve the minutes of the Finance Committee meeting held on 9th September 2015.

343 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Members **CONSIDERED** the report and asked a number of questions.

- * The Finance Manager explained why a number of cheque payments showed as credits and debits on the schedule of payments (cancelled and re-issued cheques)
- * An update was provided by the Finance Manager in relation to the charges for electricity and heating. He has been trying to get in touch with Jackie McConnell at Leisureworks as Durham County Council appear to be making payments to Leisureworks for utility contributions that should be coming to the Town Council. The Finance Manager hopes to have more progress to report to the next meeting of Committee. Members **REQUESTED** that the Finance Manager take the same opportunity to look into provision of a water meter and whether this could deliver savings for the Council.
- * Members **REQUESTED** clarification about payment relating to MIF reference 284.

It was **RESOLVED** that the payment of accounts for September 2015 be **APPROVED** and the Bank Reconciliation **NOTED**.

344 BUDGETARY CONTROL TO 30th SEPTEMBER 2015

Committee **NOTED** the Budgetary Control report for September 2015.

345 NEW BUDGET STRUCTURE

Members **CONSIDERED** the example reports that had been provided and discussed the budget coding structure of the new RBS accounts package.

It was **RESOLVED** that:

- (i) **Staffing Costs:** Casual and permanent staff costs should be presented on a separate budget line.
- (ii) **Income:** More specific codes should be used to break down income, i.e. Bar/ Hall Hire/ Events/ Ticket sales/ Misc.

346 COMMUNITY CONSULTATION QUESTIONNAIRE

Members **CONSIDERED** the draft questionnaire and the suggested methods of consultation.

Members **RECOMMENDED** that the approach proposed (i.e. a 2 stage questionnaire, 1 to identify issues and the second to priorities) should be taken forward and that it should be funded assuming costs were not prohibitive. The Committee also felt that if door knocking were to be used as an engagement tactic, it would need to be carried out by an independent third party contractor and not by members or staff of the Council to ensure impartiality.

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DATE, TIME AND VENUE OF NEXT MEETING

Wednesday, 11th November 2015, 6.30pm, Stanley Civic Hall