

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL held at Stanley Civic Hall, Front Street, Stanley on Wednesday 13th April 2016 at 6.30pm

PRESENT: Cllr D Walker* Cllr D Tully Cllr D Mills Cllr J Nicholson
Cllr W Nixon

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
Nicola James (PA to the Town Clerk)
Derek Shingleton (Finance Manager)

OTHER IN ATTENDANCE: Gordon Fletcher (Internal Auditor)

640 APOLOGIES

Apologies received from Cllrs R Harrison and B Nair were accepted by the Committee.

641 DECLARATIONS OF INTEREST

None.

642 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

The Clerk noted that no one was recording this meeting.

643 PUBLIC PARTICIPATION

No members of the public were present at the meeting.

644 CONFIRMATION OF MINUTES

It was proposed by Cllr B Nixon, seconded by Cllr D Tully and **RESOLVED** that the Committee approve the minutes of the Finance Committee meeting held on 9th March 2016.

645 REPORTS FROM INTERNAL AUDITOR

- **Accounts Payable** - Members noted the report from the Internal Auditor.
- **Accounts Receivable** - Members noted the report from the Internal Auditor.
- **Income Collection and Banking** - Members noted the report from the Internal Auditor.

- **Enhanced Services** - Members noted the report from the Internal Auditor and **APPROVED** a further follow up to be carried out.

646 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

- **Report** - Members noted the report from the Finance Manager.
- **Schedule of Payments** - Members considered the schedule and **APPROVED** the list of payments for March 2016.
- **Schedule of Receipts** - Members noted the report from the Finance Manager.
- **Current Account** - Members noted the report from the Finance Manager.
- **Saver Account** - Members noted the report from the Finance Manager.
- **Unpresented Cheques** - Members noted the report from the Finance Manager.
- **Trial Balance Extract** - Members noted the report from the Finance Manager.

647 EVENTS - FINANCIAL PERFORMANCE

Members noted the report from the Finance Manager. Members requested that all Civic Hall costs including full time staff, and costs covered by the Town Council subsidising users be provided to the committee.

648 DURHAM MONEY ADVICE

Members considered the request for funding from DMA. It was **RESOLVED** that £20,000 funding be provided to DMA from the 2015-16 underspend.

649 TERMS OF REFERENCE

Members considered the changes proposed to the Terms of Reference. It was **RESOLVED** that the following changes be approved:

- (i) Amend paragraph FGP2 in respect of the schedule of meetings, i.e:
'FGP2 – The Committee shall meet a minimum of five times a year and otherwise as required at the discretion of the Chair of the Committee. In addition, any two members of the Committee may convene a meeting of the Committee if the Chairman does not or refuses to within 7 days of a written request for a meeting to be called.'
- (ii) Amend paragraph FGP 4 (a) as follows:
'To make recommendations to the Council on the annual budget and precept (consistent with the Council's agreed priorities and policies);'
- (iii) Remove the word 'monthly' from paragraph FGP4 (d)
- (iv) Replace the word 'supervise' with 'oversee' in paragraphs FGP4 (d)-(f)

(v) Insert the words 'and make recommendations in relation to' after 'monitor' in paragraph FGP4 (k)

(vi) Delete paragraph FG4 (l) as it does not reflect current policy.

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DATE, TIME AND VENUE OF NEXT MEETING

Wednesday 11th May 2016, 6.30pm, Stanley Civic Hall