

**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Education Centre, Stanley on Tuesday 1st November 2016 at 6.30pm

**PRESENT:** Cllr D Walker\*                      Cllr D Mills                      Cllr D Marshall                      Cllr B Nair  
                  Cllr J Nicholson                      Cllr W Nixon

\*Chairman

**OFFICERS:** Alan Shaw (Town Clerk)  
                  Nicola James (PA to the Town Clerk)

**IN ATTENDANCE:** Cllr R Harrison

179            **APOLOGIES**

Apologies received from Cllr R Ferris were accepted by the Committee.

180            **DECLARATIONS OF INTEREST**

None.

181            **PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK**

The Clerk noted that no one was recording this meeting.

182            **PUBLIC PARTICIPATION**

No members of the public were present at the meeting.

183            **CONFIRMATION OF MINUTES**

It was proposed by Cllr D Marshall, seconded by Cllr B Nair and **RESOLVED** that the Committee approve the minutes of the Finance Committee meeting held on 5th July 2016.

184            **INTERNAL AUDIT: REPORTS & ACTION PLANS**

- **Accounts Payable** - Members accepted the report from the internal auditor.
- **Accounts Payable - Action Plan** - Members discussed the action plan from the internal auditor and **RECOMMEND** that as it is not practical to complete a formal order every time, the current arrangement should be documented. Members also **RECOMMEND** that procedure notes be completed with reference to which member of staff codes invoices.
- **Enhanced Services** - Members accepted the report from the internal auditor.

- **Enhances Services - Action Plan** - Members **RECOMMEND** that the action plan be accepted and note that discussions are ongoing.
- **Events** - Members noted the report from the internal auditor and were pleased with full assurance given.
- **Members' Initiative Fund** - Members noted the report from the internal auditor and were pleased with full assurance given.

## 185 BUDGETARY CONTROL

Members **NOTED** the report from the Town Clerk and **RECOMMEND** that the Committee **NOTES** a projected underspend will help to increase the level of the a general reserve which will reduce at the year end due to decisions of Council to establish earmarked reserves for War Memorial, IT Equipment Renewal and Parks Investment.

The Committee **RECOMMEND** that Council does not allocate any underspent revenue budgets towards grant funding in the following year as took place in the current year as this will lead to an unsustainable reduction in the overall level of reserves.

## 186 CAPPING OF PRECEPTS

Members **NOTED** the information provided.

## 187 MEMBERS INITIATIVE FUND PAYMENTS

Members **NOTED** the report on recent MIF payments.

## 188 FIRST BUDGET ESTIMATES

Members **NOTED** the report from the Town Clerk. The Committee made the following **RECOMMENDATIONS**:

Budget Code	Budget	First Draft	Finance Recommendation	Comments/ Saving
101 4000	Direct Salaries	£203,104.00	£199,042.00	2% reduction
101 4008	Training	£4,000.00	£2,000.00	50% reduction
300 4301	Tractors	£3,000.00	£0.00	Sell - assets underused
300 4310	Crime Prevention Initiatives	£10,000.00	£0.00	Remove budget - Can be dealt with by MIF
300 4322	Road Safety Initiatives	£3,000.00	£0.00	Remove budget - Can be dealt with by MIF
300 4323	Defibrillators	£6,000.00	£2,000.00	Return to original proposal for one at the Civic Hall

Budget Code	Budget	First Draft	Finance Recommendation	Comments/ Saving
320 4400	Music Festival	£15,000.00	£5,000.00	Hold one event and if costs are recovered then hold another
320 4402	Christmas Events	£20,000.00	£10,000.00	Actuals in 2015/16 were £14k, scale event back
320 4403	Horticultural Show	£5,000.00	£0.00	Remove Budget
320 4405	Blooming Good Fun	£3,000.00	£1,500.00	Scale back awards event
320 4407	Play in the Park	£22,000.00	£15,000.00	Reduce the number of events overall and focus on quality
320 4409	Fun Days	£5,000.00	£0.00	Remove budget - Can be dealt with by MIF
320 4413	Moria-Con	£9,000.00	£7,500.00	Reduce to last year's level
320 4420	Blue Plaque Scheme	£1,800.00	£1,200.00	Reduce budget
320 4421	Stanley Show	£20,000.00	£0.00	Remove Budget
		<b>£329,904.00</b>	<b>£243,242.00</b>	<b>£86,662.00</b>

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**ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

Members **APPROVED** the payment of accounts for September 2016 and **NOTED** the bank reconciliation.

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**DATE, TIME AND VENUE OF NEXT MEETING**

Tuesday 6th December 2016, 18:30, Stanley Civic Hall.