

STANLEY TOWN COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE

MINUTES

MEETING: TIME: 18:30; DATE: 16/06/15; VENUE: Stanley Civic Hall, Front Street, Stanley, DH9 0NA

PRESENT: CLLRs: D. Walker (Chair), D. Tully, D. Mills, D. Marshall, B. Nair, C. Bell, J. Nicholson & B. Nixon.

APOLOGIES: CLLR: R. Harrison.

OFFICIALS: D. Shingleton (Acting Town Clerk), N. James (PA to Town Clerk) and G Fletcher (Internal Auditor).

MINUTE	SUBJECT:	NOTE/S	ACTION/S
FGP.001-15	ITEM 1 - Apologies	Apologies received from Cllr R. Harrison were accepted by the Committee.	
FGP.002-15	ITEM 2 - Declarations of Interest	Cllr D Marshall declared an interest in Graphic Print.	
FGP.003-15	ITEM 3 - Procedural and Appropriate Announcements from the Chair	None.	
		<i>Cllr David Marshall expressed his disappointment that this meeting had been deferred from the agreed date set at the AGM. He noted that the Vice-Chair should have stood in for the Chair.</i>	
FGP.004-15	ITEM 4 - Minutes	It was RESOLVED that the minutes of the meeting held on 13th May 2015 be approved as a correct record. Cllr David Marshall noted that information relating to the cost of bottle v draft alcohol should have been made available for tonight's meeting as this should not be a long task. The Chairman noted that he had provided Claire with a spreadsheet to use to judge the profitability of each event. The Acting Town Clerk noted that a free energy audit will be carried out on 10 th July where the Council will be provided with advice on savings.	
FGP.005-15	ITEM 5 - Public Participation	There were no public in attendance, and no written questions submitted before the meeting.	
FGP.006-15	ITEM 6 – Just for Women – Financial Details	Members discussed the information provided by the Just for Women Centre and their application for £5,000. It was RESOLVED that the funding not be supplied to the JFWC. The Council should ask the JFWC for more up to date accounts,	

		and that they could meet with the Council if they wish. Nicola to liaise with the Chair to contact the JFWC.	
FGP.007-15	ITEM 7 – Internal Audit Reports	The Councils Internal Auditor, Gordon Fletcher, outlined the findings in his reports. It was RESOLVED that members agreed to note the following reports and any recommendations in these reports: Internal Audit Plan of Work for 2015/16, Annual Report 2014/15, Payroll Audit, Creditors (Accounts Payable).	
FGP.008-15	ITEM 8 – Invoices for Payment and Bank Reconciliation	The Acting Town Clerk presented his report on Invoices for Payment and Bank Reconciliation. It was RESOLVED that members noted the total bank balances at the end of May 2015 and that the bank balances and Sage figures both agree.	
FGP.009-15	ITEM 9 – Civic Hall Income and Expenditure	The Acting Town Clerk presented his report on Civic Hall Income and Expenditure. It was RESOLVED that members noted the situation.	
FGP.010-15	ITEM 10 – Banking Arrangements	The Acting Town Clerk presented his report on Banking Arrangements. It was RESOLVED that members approve the continuation with Barclays as the Council’s bankers, but authorise the Finance Manager, once in post, to consider tendering exercise, and support the decision to authorise all members to sign cheques and schedules of payments by automatic means.	
FGP.011-15	ITEM 11 – Subscriptions to Outside Organisations	The Acting Town Clerk noted his report on Outside Organisations. Following a discussion and a vote it was RESOLVED that the committee recommends Council continue to subscribe to NALC and CDALC but not to NEREO. The Acting Town Clerk will look elsewhere for support.	
FGP.012-15	ITEM 12 – Final Accounts 2014-15	The Acting Town Clerk presented his report on Final Accounts 2014-15 for information to the Committee. It was RESOLVED that the committee notes the situation as reported.	
FGP.013-15	ITEM 13 – Budgetary Control to 31 May 2015	The Acting town Clerk presented his report on Budgetary Control to 31 May 2015. It was RESOLVED that members noted the budget position for the current year and the projected actual figures for the full year to March 2016. Members suggested possibly increasing the training budget for the year.	
FGP.014-15	ITEM 14 - Date, Time and Venue of Next Meeting	15 th July 2015, 6:30pm, Stanley Civic Hall	
	Notes taken by N James	Notes approved by: ----- (Chair); ----- ---- (Date)	