

MINUTES of the **FINANCE AND GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Civic Hall on Tuesday 10th December 2019 at 6.30pm

PRESENT: Cllr G Binney* Cllr H Clark Cllr M Davinson Cllr J Nicholson
 Cllr L Timbey Cllr D Tully Cllr D Marshall

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
 Alan Tubman (Deputy Town Clerk)
 Ann Barry (Finance Officer)
 Nicola James (Senior Administration Officer)

OTHERS IN ATTENDANCE: Cllr A Clegg & L Christie

ABSENT: Cllrs J McMahon & J Kane

156 APOLOGIES FOR ABSENCE

Apologies from Cllrs J Stephenson, B Nair & C Hampson were accepted by Committee.

157 DECLARATIONS OF INTEREST

None.

158 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

The Town Clerk reminded Members to turn their mobile phones off or switch them to silent. The meeting was being recorded by the Council.

159 PUBLIC PARTICIPATION

Nothing was received in writing before the meeting and there were no questions from the floor.

160 CONFIRMATION OF MINUTES

It was proposed by Cllr M Davinson, seconded by Cllr J Nicholson and **RESOLVED** that Committee **APPROVE** the minutes of the Finance and General Purposes meeting held on 19th November 2019. The Chair signed them as a correct record.

161 **ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

Members questioned why Attachment C 'transaction detail' was not in date order. The Town Clerk noted that items are in cost centre order and that the 'transaction detail' column is in alphabetical order. Members requested that this column be in date order in future.

Cllr D Marshall questioned the VAT refund on Attachment C. It was proposed by Cllr D Marshall, seconded by Cllr J Nicholson and **RESOLVED** that the Finance Officer produce a report explaining the VAT procedure within the Town Council.

It was proposed by Cllr M Davinson, seconded by Cllr L Timbey and **RESOLVED** that the Committee **APPROVE** the payment of accounts and **NOTE** the Bank Reconciliation for November 2019.

162 **WORKING GROUPS**

Cllr D Marshall noted the updates from the Civic Hall Working Group meeting held on 4th December 2019.

The Town Clerk noted that the Policy Working Group minutes from 6th December were tabled at the meeting as the meeting was held after the Finance agenda had been circulated.

Cllr L Timbey noted that there were a few errors with the Policy Working Group minutes from 6th December that he was disappointed with:

- The Members Expenses policy was note deferred. This was agreed at the meeting.
- Item 3 states that the next meeting will be held in November, this should say 10th January 2020.

Cllr M Davinson questioned the wording of item 1, it is not clear if the minutes from 6th September were agreed by the Policy Working Group.

It was **RESOLVED** that the policies that were approved by the Working Group be brought forward for approval at Full Council in January 2020, including the Members Expenses policy.

163 **INTERNAL AUDIT**

Members were presented with 5 Internal Audit reports for consideration.

Cllr M Davinson questioned why the Internal Auditor was not here to speak to the reports. The Town Clerk noted that all the reports give full assurance, so if any members have questions he will invite Gordon Fletcher to a future meeting to answer these.

In relation to Attachment H, Payroll Audit, Cllr L Timbey questioned how staff record their TOIL and how staff working hours are checked. The Town Clerk noted that staff work along side the regulations within the green book in relation to TOIL. There is a procedure in place but a timesheet has not been introduced to formalise this.

It was proposed by Cllr L Timbey, seconded by Cllr M Davinson and **RESOLVED** that the Internal Auditor look into the policy and procedure in relation to TOIL.

Members **NOTED** the reports provided.

164 **EXCLUSION OF PRESS AND PUBLIC***

*Recording of proceedings was stopped at this point.

Council **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

*Justification for excluding the public and press from consideration of the following item:
Commercial Sensitivity*

165 **2020/21 BUDGET (Final Estimate)**

The Town Clerk noted options to balance the budget on page 8 of Attachment L.

Queries from members included:

- Discretionary room hire budget
- Casual holiday pay
- Water rates for Communal Room

It was proposed by Cllr D Marshall, seconded by Cllr M Davinson and **RESOLVED** that Members look further into the draft budget provided and email queries / ideas to the Town Clerk as to how to balance the budget. An extra Finance and General Proposes Committee Meeting is to be held on 14th January 2020 to discuss the budget further before it is set at the Full Council meeting on 21st January 2020.

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

Tuesday 14th January 2020, 6.30pm, Stanley Civic Hall.