

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Tuesday 15 December 2015 at 7:00pm

Present: Councillor Paul Key (Chairman)
Councillor Matthew Boles (ex-officio)
Councillor Harry Clarke
Councillor Barry Coward (ex-officio)
Councillor Richard Craig
Councillor Tim Davies

In Attendance:

Matthew Gleadell Clerk to the Council
Rachel Allbones Deputy Clerk to the Council / RFO

Also Present: Councillor Michael Hopper

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Sally Loates - would be arriving late
Councillor Ashley Perraton-Williams

RESOLVED to accept the apologies received and reasons given.

2. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND TO RECEIVE ANY APPLICATIONS FOR DISPENSATION

None received.

3. MINUTES (Paper A)

i. Minutes of the meeting of Management and Finance Committee held Tuesday 17 November 2015.

RESOLVED that the minutes of the Management and Finance Committee meeting held on Tuesday 17 November 2015 be confirmed and signed as a correct record.

4. FINANCIAL REPORTS FOR NOVEMBER & DECEMBER

i. Unpaid Expenditure Transactions for 9 December 2015 (Paper B)

Members considered at length Paper B and the revised Paper B.

RESOLVED that Members accept the transactions in Revised Paper B - Unpaid Expenditure Transactions for 15 December 2015 for payment.

- ii. Cashbook Summary (including due and unpaid transactions) for 9 December 2015 (Paper C)

Members considered Paper C and the Revised Paper C

RESOLVED that Members note Revised Paper C - Cashbook Summary (including due and unpaid transactions) for 15 December 2015.

- iii. Budget Comparison Report (including due and unpaid transactions) for 9 December 2015 (Paper D)

Note: Councillor Dobbie raised concerns that some budgets are not being spent.

RESOLVED that Members note Paper D Budget Comparison Report (including due and unpaid transactions) for 9 December 2015.

5. **MONTHLY BANK RECONCILIATION SIGN OFF FOR NOVEMBER** (Paper E)

RESOLVED to accept and sign off the Bank Reconciliation for 30 November 2015.

6. **GROUNDS MAINTENANCE SPECIFICATIONS** (Paper F)

RESOLVED to note the specifications for Cricket Pitches, Football Pitches and Hickman Bacon Memorial Park, subject to Rugby pitch maintenance being included.

7. **INTERNAL AUDIT** (Paper G)

Members reviewed Internal Audit Report and consider its effectiveness.

RESOLVED to note the Internal Audit report and consider it to be very effective.

8. **2016 / 2017 PROPOSED BUDGET** (Paper H)

Members considered the proposed draft budget.

Note: Councillor Sally Loates arrived at the meeting at 7:55pm.

Members noted that the proposed 2016/17 budget was a 2% increase on the current year.

Members were of the view that a 4% increase would be needed due to the new law on pensions and moving forward to improve facilities.

Members were advised that additional £7445 could be included into the proposed budget in order to create a 4% increase in the precept.

Members thoroughly considered Appendix 1 to include the additional £7445.

- Step 1 = Leave saving
- Step 2 = Leave saving
- Step 3 = Leave saving
- Step 4 = Leave saving
- Step 5 = Include £1,000 into the budget
- Step 6 = Include £2,500 into the budget
- Step 7 = Leave saving
- Step 8 = Leave saving
- Step 9 = Leave saving
- Step 10= Include £500 into the budget
- Step 11= Leave saving
- Step 12= Include £1,500 into the budget
- Step 13= Leave saving
- Step 14= Include £1,000 into the budget
- Step 15= Leave saving
- Step 16= Include £1,000 into the budget
- Step 17= Remove an extra £55 from the budget
- Step 18= Leave saving

RESOLVED to the following amendments to the proposed 2016/17 budget: -

- include a further £1,000 for Richmond park toilet refurb,
- include a further £2,500 for Levellings fence
- include a further £500 for insurance claims
- include a further £1,500 for north warren cemetery fence maintenance
- include a further £1,000 for Roses & Marshalls new grounds equipment
- include a further £1,000 for Roses & Marshalls general grounds maintenance
- reduce general cemetery fence maintenance by £55

RESOLVED TO RECOMMEND TO FULL COUNCIL to accept the 2016/2017 proposed budget which is based on a 4% increase to the Town Council element of Council Tax.

Note: Councillor Key voted against the above resolution.

Note: Councillor Clarke abstained from voting on the above resolution.

Note: The meeting had a brief adjournment from 8:54pm to 9:01pm.

9. DAMAGE TO EMPLOYEE'S CAR

Members considered a request for compensation in the sum of £100.00 to cover repair costs to an Employee's Car arising from vandalism whilst the car was parked at Richmond Park and on Council business.

RESOLVED to approved the compensation request of £100.00 to cover repair costs to an Employee's Car arising from vandalism whilst the car was parked at Richmond Park.

10. **CEMETERY COMPLAINTS** (Paper I)

RESOLVED under Standing Order 14n to exclude the press and public for the following item.

Members considered the complaints relating to cemetery administration.

RESOLVED TO RECOMMEND TO FULL COUNCIL that the Council meets one half of the cost to deal with complaint 1, at a cost of £500 to the Council

Members were advised that WLDC was going to offer the complainant £300 to resolve the complaint.

RESOLVED TO RECOMMEND TO FULL that the Council meets one half of the cost of dealing with complaint 2, at a cost of £150 to the Council.

11. GROUND STAFF HOLIDAYS/LIEU TIME (Paper J)

Members **NOTED** the report detailing outstanding holidays and lieu time for Ground Staff.

RESOLVED to refer the item to the Personnel Committee for further discussion.

12. UNSPENT BUDGETS/ EARMARKED RESERVES (Paper K)

Members **NOTED** the report detailing unspent budgets and earmarked reserves.

13. WREN GRANTS (Paper L)

Members considered the budget virements to create WREN third party funding budget.

Councillor Coward thanked staff for the had work in completing applications in order to be awarded the funding.

RESOLVED TO RECOMMEND TO FULL COUNCIL to accept the proposal to create WREN third party funding budget utilising the following funds: -
1. £20,000.00 General Grounds Projects in earmarked reserves
2. £5,228.75 Events in earmarked reserves.

14. SERVER BACK UP (Paper M)

Members considered the quote for off site back up storage for server data.

RESOLVED to accept quotation for off site back up storage for server data, subject to an agreement being put in place.

Note: Councillor Key abstained from voting on the above resolution.

The meeting closed at 9.34pm