

## GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Tuesday 17 May 2016 at 7:00pm

**Present:** Councillor Matthew Boles (ex-officio) (Chairman)

Councillor David Dobbie  
Councillor Paul Key  
Councillor Sally Loates  
Councillor Kenneth Woolley (ex-officio)

**In Attendance:**

|                  |                                   |
|------------------|-----------------------------------|
| Matthew Gleadell | Clerk to the Council              |
| Rachel Allbones  | Deputy Clerk to the Council / RFO |
| Penny Rourke     | Admin Support Officer             |
| Jerry Dale       | Elysian Associates                |

**1. APOLOGIES FOR ABSENCE AND REASONS GIVEN**

Councillor Richard Craig

**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**

Councillor Boles declared a non pecuniary interest in agenda item 9 as a West Lindsey District Councillor

Councillor Paul Key declared a pecuniary interest in agenda item 9 as a West Lindsey District Council employee.

**3. MINUTES (Paper A)**

i. Minutes of the meeting of Management and Finance Committee held Tuesday 19 April 2016

**RESOLVED** that the minutes of the Management and Finance Committee meeting held on Tuesday 19 April 2016 be confirmed and signed as a correct record.

ii. Minutes of the meeting of Management and Finance Committee held Thursday 28 April 2016

**RESOLVED** that the minutes of the Management and Finance Committee meeting held on Thursday 28 April 2016 be confirmed and signed as a correct record.

Note: Councillor Key voted against the above resolution.

Note: Councillor Dobbie abstained from voting on the above resolution

- iii. Minutes of the meeting of Management and Finance Committee held Wednesday 4 May 2016

**RESOLVED** that the minutes of the Management and Finance Committee meeting held on Wednesday 4 May 2016 be confirmed and signed as a correct record.

**RESOLVED** under Standing Order 14d to alter the order of business and take item 6 next.

**6. VAT REPORT (Paper H)**

Members considered the report from Elysian Associates regarding the Council's VAT reclaims.

Members were unhappy that neither the Internal or External Auditors had pick up the over claims on business activity.

**RESOLVED to RECOMMEND TO FULL COUNCIL** to ask Elysian Associates to draft a letter to HMRC to make them aware of the VAT situation, and await a response.

**4. FINANCIAL REPORTS FOR APRIL & MAY**

Councillor Key requested that the reports be deferred until the next meeting due to only receiving them at the meeting.

The Deputy Clerk advised that the reports were produced late due to finalising the year end accounts and not having sufficient time to produce the reports, but requested that Members at least consider Paper D in order for suppliers to be paid.

**RESOLVED** to adjourn the meeting at 7:37pm in order for Members to read through the reports.

The meeting reconvened at 7:43pm.

- i. Unpaid Expenditure Transactions for 17 May 2016 (Paper D)

Members considered at length Paper D.

**RESOLVED** that Members accept the transactions in Paper D - Unpaid Expenditure Transactions for 17 May 2016 for payment.

- ii. Cashbook Summary (including due and unpaid transactions) for 17 May 2016 (Paper E)

Members considered Paper E.

**RESOLVED** that Members note Paper E - Cashbook Summary (including due and unpaid transactions) for 17 May 2016 .

- iii. Budget Comparison Report (including due and unpaid transactions) for 17 May 2016 (Paper F)

**RESOLVED** that Members note Paper F Budget Comparison Report (including due and unpaid transactions) for 17 May 2016 .

**5. MONTHLY BANK RECONCILIATION SIGN OFF FOR APRIL (Paper G)**

**RESOLVED** to accept and sign off the Bank Reconciliation for 30 April 2016.

**7. RUGBY CLUB LEASE**

The Clerk informed Members that the resolution from the last meeting would not enable the Rugby Club to obtain large grants due to the break clauses included. He advised they would either continue with the 10 years lease or would require a 25 year lease with out the break clauses to secure large grants.

Members had concerns that the site at Roses needed to still accommodate all currently played sports.

**RESOLVED** to approve a 25 years lease for the rugby club at Roses Sports Ground with the rent being reviewed annually.

**8. LOVE LANE ACCESS ROAD**

**RESOLVED** to defer the matter until the next meeting when the Operations Manager is in a position to provide Members with a report.

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

**9. LAND ASSET TRANSFERS**

Note: Councillor Key left the meeting at 8:16pm.

The Clerk gave members an overview of the documents and explained their terms. It was noted that a members briefing had been held but which not all members had been able to attend.

**RESOLVED** as follows :

1. Accept the freehold transfer of Mayflower Close subject to the pre-emption right being withdrawn from the document.
2. Accept the Leases as drawn but on the understanding that WLDC recognise that they are being accepted as they are needed for grant purposes but that freehold transfers will be pursued as originally agreed between the Councils.

Note: Councillor Key returned to the meeting.

**12. YEAR END ACCOUNTS 31 MARCH 2016 (Papers I - M)**

Members considered the Papers for the year end accounts for 31 March 2016.

**RESOLVED to RECOMMEND TO FULL COUNCIL** to approve the year end accounts for 31 March 2016

**PAPER I** – Balance Sheet

**PAPER J** – Trial Balance

**PAPER K** – Income & Expenditure Account

**PAPER L** – Income and Expenditure Figures by Budget Heading

**PAPER M** – Section 2 of the Annual Return 2015/16

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

**10. INSURANCE**

The Clerk informed Members that the Councils insurance currently includes cover if a Member of staff was injured at work, but does not include cover if any Member of staff is off long term with illness or an injury which happened out of work.

The Clerk had obtained a quotation which would cover the Clerk, Deputy Clerk and Operations Manager if illness or injury caused them to be absent from work for long periods.

Capital Benefit of £50,000 = £49

Capital Benefit of £100,00 = £59

Members considered extending cover to include key persons insurance.

**RESOLVED** to accept the quotation for key persons cover, covering the Clerk, Deputy Clerk & Operations Manager with a capital benefit of £100,000 for £59 and request a further quotation to cover remaining staff and bring back to the next meeting.

**11. CHRISTMAS LIGHTS**

**RESOLVED** to defer the item until the next meeting in order to obtain a copy of the proposals from Marshalls Yard for extended Christmas Lights display.

**13. INTERNAL AUDIT REPORT**

**RESOLVED** to defer the item until the next meeting as the Officers are still awaiting the final version of the report

**RESOLVED** that Councillor Boles would send an email to Members advising of the month they need to attend the Office to carry out a check of the financial systems.

**14. RICHMOND PARK PLAY AREA TENDER**

**RESOLVED** to under Standing Order 14n exclude the Public and Press for the next agenda item.

The Clerk informed Members that Lincolnshire Audit had been in touch regarding a complaint regarding the Richmond Park play area tender process.

He advised that the Council could have an additional audit looking into the process which would cost £300 - £400, or they can review the process now for free and cut down the work carried out in the next audit in September. The Clerk confirmed that the review of the process is not compulsory but would deal with any concerns Members may have had with the process.

Councillor Key confirmed it was he that made the call to Lincolnshire Audit regarding his concerns with the tender process.

**RESOLVED to RECOMMEND TO FULL COUNCIL** to agree the transfer of £400 from reserves to Internal Audit to pay for an addition to the audit services previously agreed.

The meeting closed at 9.03pm