

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House,
Morton Terrace, Gainsborough on Tuesday 19 November 2013 at 7:00pm

Present: Councillor Paul Key (Chairman)

Councillor Matthew Boles
Councillor David Dobbie
Councillor Vaughan Hughes

In Attendance:

Matthew Gleadell Clerk to the Council
Rachel Allbones Assistant Clerk to the Council

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Lesley Rollings
Councillor Richard Craig

RESOLVED to accept the apologies and reasons given.

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

No declarations were made.

3. MINUTES

i. Minutes of the meeting of Management and Finance Committee held Tuesday 15 October 2013

RESOLVED that the minutes of the Management and Finance Committee meeting held on Tuesday 15 October 2013 be confirmed and signed as a correct record.

4. REVISED BUDGET PROPOSALS FOR 2013 / 2014 (Paper A)

Members considered Paper A and brought up any issues / queries they had, which the Clerk and Assistant Clerk resolved.

Councillor Dobbie requested that it be noted that as the Cemetery toilet repairs and allotment notice boards had already been agreed in previous committee meetings, if any money is saved in any other areas it would be good to fund them in this financial year.

RESOLVED to **RECOMMEND TO FULL COUNCIL** to accept the revised budget proposals for 2013 / 2014.

5. FINANCIAL REPORTS FOR OCTOBER / NOVEMBER 2013 (Papers B, B (revised), C, C (revised) & D)

Members considered and debated at length Papers A regarding Unpaid Expenditure Transactions for 13 November 2013, A revised regarding Unpaid Expenditure Transactions for 19 November 2013, B Cashbook Summary (including due and unpaid transactions) for 13 November 2013, B revised Cashbook Summary (including due and unpaid transactions) for 19 November 2013 and C Budget Comparison Report (including due and unpaid transactions) for 13 November 2013.

RESOLVED to accept and approved the following Papers: - A revised regarding Unpaid Expenditure Transactions for 19 November 2013, B revised Cashbook Summary (including due and unpaid transactions) for 19 November 2013 and C Budget Comparison Report (including due and unpaid transactions) for 13 November 2013.

6. TO RECEIVE AND CONSIDER MOTIONS OR RECOMMENDATIONS

i. Motion received from Councillor Vaughan Hughes

"Following the presentation to councillors on the Edge financial management system, as suggested by the trainer and the clerk, can I request the following be actioned:

- 1. That we look at a list of suppliers at the next M&F meeting please to review this and make any necessary amendments.*
- 2. Appoint a councillor to conduct occasional spot checks on the Finance Check Records now being done by the clerk on the RFO.*
- 3. Confirm with the clerk that the necessary regulations and processes are in place in the Financial Regulations to follow when any pay rises are to be awarded to staff*

I so move"

Members considered the motion.

Members were of the view that no one Councillor should be appointed to conduct spot checks, but for all the Management and Finance Committee to organise themselves on a rota and to turn up unannounced.

Councillor Boles Proposed the following amendments: -

- 1. That we look at a list of suppliers at the next M&F meeting please to review this and make any necessary amendments (Assistant Clerk to email out)*
- 2. Members of the Management and Finance Committee on a rota basis conduct occasional spot checks on the Finance Check Records now being done by the clerk on the RFO.*
- 3. The clerk confirmed that the necessary processes are in place in the Personnel Committees remit when any pay rises are to be awarded to staff.*

Councillor Hughes seconded the amendment.

RESOLVED that: -

1. We look at a list of suppliers at the next M&F meeting please to review this and make any necessary amendments (Assistant Clerk to email out)
2. Members of the Management and Finance Committee on a rota basis conduct occasional spot checks on the Finance Check Records now being done by the Clerk on the RFO.
3. The Clerk confirmed that the necessary processes are in place when any pay rises are to be awarded to staff.

7. **INTERNAL AUDIT REPORT – September 2013** (Paper E)

Members considered Paper E.

A Member suggested working alongside WLDC in producing a Town Plan as they are currently working on the Gainsborough Masterplan.

The Clerk informed Members that he had already started initial talk with regards to this and would be working closely with WLDC.

Note: Councillor Dobbie declared a pecuniary interest as a WLDC Councillor.

A Member requested clarity as to the discounts in item 8 on the Findings, Recommendations & Agreed Actions.

The Assistant Clerk advised that she would contact the Auditor to confirm the findings and would report back to the Committee.

RESOLVED to note Paper E and agree that the Audit is effective in highlighting key issues for the Council to address.

8. **FINANCIAL REGULATIONS AMENDMENTS** (Paper F)

Members considered Paper F.

The Assistant Clerk advised that the revised policy would bring us into line with the Model Financial Regulations from NALC, apart from items 11.2 – 11.10 inclusive, as it was felt that the Council's current regulations are more appropriate.

RESOLVED to RECOMMEND TO FULL COUNCIL to accept the amendments to the Financial Regulations.

It was noted that Members felt that current Paper F and the revised Financial Regulations should be sent to Members for the Full Council meeting.

9. **RISK MANAGEMENT POLICY** (Paper G)

Members considered Paper G.

It was noted that the policy may need amending in the future if the Council appoint a Leader as well as a Mayor.

RESOLVED to RECOMMEND TO FULL COUNCIL to adopt the Risk Management Policy.

10. **COMMUNICATIONS POLICY** (Paper H)

Members again considered Paper H.

Councillor Dobbie advised that he previously contacted the Clerk with regards to his concerns with regards to item E. v and was happy with the Clerks response.

Councillor Key proposed including the wording 'exceptional circumstances, Councillor Specialist Skill', at the end of item D. i.

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No seconder was forthcoming for Councillor Key's proposal.

The Chairman closed the meeting.

The meeting was closed at 9:27pm

Chairman