

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Tuesday 21 March 2017 at 7:00pm

Present: Councillor Paul Key (Chairman)
Councillor Harry Clarke
Councillor Sally Loates
Councillor Richard Craig

In Attendance:

Matthew Gleadell Clerk to the Council
Sean Alcock Operations Manager

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Matthew Boles
Councillor Kenneth Woolley
Councillor Tim Davies
Councillor David Dobbie

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

3. MINUTES (Paper A)

- i. Minutes of the meeting of Management and Finance Committee held Monday 27 February 2017

RESOLVED that the minutes of the Management and Finance Committee meeting held on Monday 27 February 2017 be confirmed and signed as a correct record.

4. FINANCIAL REPORTS FOR FEBRUARY & MARCH 2017

- i. Unpaid Expenditure Transactions for 15 March 2017 (Paper B)

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

RESOLVED that Members accept the transactions in Paper B Revised - Unpaid Expenditure Transactions for 22 March 2017 for payment.

- ii. Cashbook Summary (including due and unpaid transactions) for 15 March 2017 (Paper C)

Members considered Paper C.

RESOLVED that Members note Paper C - Cashbook Summary (including due and unpaid transactions) for 15 March 2017.

- iii. Budget Comparison Report (including due and unpaid transactions) for 15 March 2017 (Paper D)

RESOLVED that Members note Paper D Budget Comparison Report (including due and unpaid transactions) for 15 March 2017.

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

RESOLVED to accept and sign off the Bank Reconciliation for 28 February 2017.

6. CEMETERY FEES 2017 / 2018 (Paper F)

Members considered the Council's cemetery fees and charges in line with examples from other authorities that had provided by the Operations Manager.

Members took note of a request from a local funeral director to make figures rounded to ease with accounting for funerals.

After various discussions around the implications changes increases.

RESOLVED that charges would be amended as follows:-

1. Single Grave £550.00
2. Double Grave £660.00
3. Triple Grave £1000.00

RESOLVED to keep all other charges at the same current level.

7. INSURANCE (Paper G)

Members reviewed the Insurance quotation received from Zurich. The Clerk also reported that he had sought to obtain quotes from other Insurance Companies but they had declined to provide a quote on the basis that they are unable to get anywhere near the costs being quoted by Zurich at this time.

Members reviewed the draft policy and queried the level of cover for contents the Council has at Richmond House. Members were keen to see a review carry out of the Council's contents and to compare this against the Council's asset register and arrange for a revised quotation based on any increased contents cover if necessary.

RESOLVED to review the contents cover levels for Richmond House and any revised quote to be considered at a future meeting.

8. CEMETERY COMPUTERISED SOFTWARE

Members considered the history of issues relating to cemetery software. Members considered that they had no real options but to proceed with Gower Consultancy. Members noted that Officers had no problems with the software and were happy for Gower to be used to provide the software.

Members were keen to ensure that Gower do not seek to charge the Council for any services provided in recent years although it was noted that Gower had been very helpful in continuing to maintain the software whilst efforts were made to transfer the data to Edge in order for the cemetery software to link with the finance software.

Members noted that the data transfer had simply not been possible and understood that Gower software would be the only choice.

RESOLVED that Gower software be given a contract to provide cemetery software on the reduced charges detailed in their e-mail dated 21st December 2016.

Meeting closed at 8.30 pm