

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Wednesday 23 November 2016 at 7:05pm

Present: Councillor Matthew Boles (Chairman)
Councillor Harry Clarke
Councillor Paul Key
Councillor Sally Loates
Councillor Doris Turrell (arrived at 7:18pm)
Councillor Kenneth Woolley

In Attendance:

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

1. APOLOGIES FOR ABSENCE AND REASONS GIVEN

Councillor Richard Craig
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

No declarations given.

3. MINUTES (Paper A)

- i. Minutes of the meeting of Management and Finance Committee held Tuesday 20 September 2016

RESOLVED that the minutes of the Management and Finance Committee meeting held on Tuesday 20 September 2016 be confirmed and signed as a correct record subject to it being noted on item 6 that a Member was keen to ensure that as the Football Development project develops funds drawn down that can realistically be transferred to the Town Council through the partnership should be done so accordingly.

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

4. FINANCIAL REPORTS FOR OCTOBER & NOVEMBER 2016

- i. Unpaid Expenditure Transactions for 16 November 2016 (Paper B)

Note: Councillor Turrell arrived at the meeting at 7:18pm.

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 23 November 2016 for payment.

Note: Councillors Clarke & Turrell abstained from voting on the above resolution.

- ii. Cashbook Summary (including due and unpaid transactions) for 16 November 2016 (Paper C)

Members considered Paper C and the Revised Paper C.

RESOLVED that Members note Paper C - Cashbook Summary (including due and unpaid transactions) for 23 November 2016.

- iii. Budget Comparison Report (including due and unpaid transactions) for 16 November 2016 (Paper D)

RESOLVED that Members note Paper D Budget Comparison Report (including due and unpaid transactions) for 16 November 2016.

5. **MONTHLY BANK RECONCILIATION SIGN OFF FOR OCTOBER** (Paper F)

RESOLVED to accept and sign off the Bank Reconciliation for 31 October 2016.

6. **LEASE OF FORD TRANSIT TIPPER** (Paper G)

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

Members considered all quotations received.

RESOLVED to accept the Rivervale Leasing quotation for a Ford Transit Tipper on a 3 year lease.

RESOLVED to allow public and press back into the meeting.

7. **RISK MANAGEMENT SCHEDULE** (Paper H)

Members considered the updated and revised risk management schedule.

The Clerk informed Members that from an officers point of view Members should decide whether to accept apologies or just note them, also Member training, whether to make it compulsory, and suggested a policy review Working Group be set up to regularly review all policies.

RESOLVED to accept and adopt the revised Risk Management Policy, and for the Clerk to prepare a draft Policy Review Working Group remit for approval at the next meeting.

8. BUDGET (Paper I)

RESOLVED that Members NOTE the progress of the draft budget for 2017/2018 financial year.

The Clerk again advised he would do a budget workshop for Members to fully understand the budget before approval at Full Council in January if it was the wish of Members.

Note: Councillor Key voted against the above resolution.

9 INTERNAL AUDIT (Paper J)

Members considered the internal audit report

RESOLVED that Members note the report and its contents and approved for the Clerk & RFO to arranged for a debit / charge card to be held by Council to eliminate staff using their personal debit / credit cards for Council. Members reviewed the internal audit report and consider it to be very effective.

10. RESERVES UPDATE (Paper K)

Members NOTED the current position as regards general and earmarked reserves.

11. LEVELLINGS : DOG SHOW (Paper L)

Members considered the request to hold a charity dog show on a Town Council site.

RESOLVED to request further information about the nature of the show, the status of the group organising it, the costs involved, the beneficiary of any money raised, and details of public liability insurance for the proposed event as well as risk assessments and method statements.

RESOLVED under Standing Order 14n to exclude the public and press for the remainder of the meeting due to the content.

12. LINCOLNSHIRE CHAMBER OF COMMERCE (Paper M)

Members considered outline proposals from Chamber of Commerce.

RESOLVED that the Committee would not be making a recommendation to full Council, bit to have full Council involvement and decision.

13. GROUNDS STAFF RESTRUCTURE (Paper N)

Members considered the proposals from the Grounds Maintenance Restructure Working Group for the revised grounds maintenance staff structure.

RESOLVED to approved the revised grounds maintenance staff structure, and hand over to the Personnel Committee to approved Job Descriptions and consult with staff.

14. RICHMOND HOUSE OFFICES (Paper O)

The Clerk requested to defer the matter until the third quotation had been received .

RESOLVED to defer the matter until the next meeting.

Note: Councillor Clarke & Key voted against the above resolution.

The meeting closed at 8.49pm