

**GAINSBOROUGH TOWN COUNCIL**

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House,  
Morton Terrace, Gainsborough on Tuesday 17 June 2014 at 6:30pm

**Present:** Councillor Paul Key (Chairman)

Councillor Matthew Boles  
Councillor Barry Coward  
Councillor Richard Craig

**In Attendance:**

Rachel Allbones Deputy Clerk / Responsible Finance Officer

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

Councillor Vaughan Hughes  
Councillor David Dobbie – advised would be late.

**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**

None received.

**3. MINUTES**

i. Minutes of the meeting of Management and Finance Committee held Tuesday 6 May 2014

**RESOLVED** that the minutes of the Management and Finance Committee meeting held on Tuesday 6 May 2014 be confirmed and signed as a correct record.

ii. Minutes of the meeting of Management and Finance Committee held Tuesday 20 May 2014

**RESOLVED** that the minutes of the Management and Finance Committee meeting held on Tuesday 20 May 2014 be confirmed and signed as a correct record.

Note: Councillor Lesley Rollings arrived at the meeting at 6:34pm.

iii. Minutes of the meeting of Management and Finance Committee held Tuesday 27 May 2014

**RESOLVED** that the minutes of the Management and Finance Committee meeting held on Tuesday 27 May 2014 be confirmed and signed as a correct record.

**4. FINANCIAL REPORTS FOR MAY / JUNE 2014** (Papers A, B and C)

Members considered and debated at length Paper A regarding Unpaid Expenditure Transactions for 11 June 2014, Paper A revised regarding Unpaid Expenditure Transactions for 117 June 2014, Paper B Cashbook Summary (including due and unpaid transactions) for 11 June 2014, Paper B revised Cashbook Summary (including due and unpaid transactions) for 17 June 2014 and Paper C Budget Comparison Report (including due and unpaid transactions) for 11 June 2014.

**RESOLVED** to accept and approved the following: - Paper A revised regarding Unpaid Expenditure Transactions for 17 June 2014, Paper B revised Cashbook Summary (including due and unpaid transactions) for 17 June 2014 and Paper C Budget Comparison Report (including due and unpaid transactions) for 11 June 2014.

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

**5. Q4 INTERNAL AUDIT REPORT** (Paper D)

Note: Councillor Dobbie arrived at the meeting at 7:17pm.

Members reviewed the report and recommendations from the quarter 4 Internal Audit Report.

Discussion ensued regarding Recommendation 1 - *The council needs to identify the level of resource shortage and the likely period that this will affect the admin team. It may be appropriate for temporary or permanent additional resources to include in the admin structure. Alternatively duties, especially supporting committees and working groups could be reviewed to see if these could be reduced. The council may even chose to use a combination of both.*

Members were of the view that a part time administration Support Officer was needed to support Council Officers in their duties.

**RESOLVED** to accept the quarter 4 Internal Audit Report and agree that the Audit is effective in highlighting key issues for the Council to address.

**RESOLVED** to **RECOMMEND** to the **PERSONNEL COMMITTEE** to look into the Employment of an Administration Support Officer, working Monday - Friday 09.00 - 12.30, and the Personnel Committee are to consider if it should be a temporary or permanent post in the first instance.

Note: Councillor Boles voted against the above recommendation.

**6. FINANCIAL REGULATIONS REVIEW** (Paper E)

Councillors Coward and Key had, as part of the Policy review Working Group, previously gone through the new draft Financial Regulations from NALC and highlighted changes / amendments that are needed in order to make them specific for the Council. The changes being:

- 3.2 December
- 4.1
  - i. CHANGE - [£5,000] to 10,000
  - ii. CHANGE - [£500] to 1,000
  - iii. CHANGE - [£500] to 1,000
- 4.5 CHANGE - [£500] to 2,000
- 4.8 REMOVE - or [15%] of the budget.

- 5.1 **REMOVE** - [The council shall seek credit references in respect of members or employees who act as signatories].
- 5.11 CHANGE - Member to Leader
- 6.3 CHANGE - Council [or duly delegated Committee] to Management and Finance Committee
- 6.17 CHANGE - [a member] to Leader or Chair of Management and Finance Committee
- 6.18 CHANGE - [£500] to £1,000
- 6.19 CHANGE - [council] [relevant committee] to Management and Finance Committee
- 6.20 REMOVE - Personal credit or debit cards of members or staff shall not be used under any circumstances
- 7.3 REMOVE - [council]
- 11.1av CHANGE - Chairman and Vice Chairman of council to Leader
- 11.1b RETAIN 11.5 of current Financial Regulations but change amount to £30,000
- 11.1h CHANGE - [£60,000] to £30,000
- 13.4 CHANGE - RFO to Operations Manager
- 15.5 REMOVE - [annually]

**RESOLVED to RECOMMEND TO FULL COUNCIL** to adopt the revised Financial Regulations with the above amendments.

**7. PUBLICATION OF TOWN COUNCIL MINUTES ON WEBSITE** (Paper F)

**RESOLVED** to exclude press and public under standing order 14(n) due to confidential nature of the Agenda item.

Members considered outline policy principles in response to request from member of public.

**RESOLVED to RECOMMEND TO FULL COUNCIL** that the Town Council only publish the previous 18 months Minutes and Agendas of all meetings on the website.

Note: Councillor Dobbie voted against the above resolution.

The meeting was closed at 8:52pm

Chairman