



Minutes of the Meeting of the Finance and Governance Committee held on 15th October 2018 at 10am at the Town Hall

Present; Cllrs Betts (Chair), Bradbury, Palmer. Also present the Town Clerk.

Agenda

1. *Apologies for absence* – Apologies for absence were received from Cllr Windell.
2. *Declarations of Interest* – nil.
3. *Matters from the public* - there were no members of the public present
4. Minutes of the previous meeting – agreed and approved and noted at Full Council.
5. *Management accounts 2018/19* - Management accounts for the six months to September 2018 were presented by the RFO and discussed on a line by line basis with analysis against budget for each individual account code.
Income – income is below the anticipated half year budget principally due to the effect of reduced rental income from the property portfolio caused by unoccupied properties. Full Council to consider policy strategy for the individual properties prior to budget 2019/20 discussions.
There were no other matters of concern noted by the Finance Committee regarding the month 6 mgt accounts.
Members noted that invoices would be issued for the monies due from WDC for the recycling facilities and the tenants would be invoiced for their insurance premium contributions in Oct 2018. RFO advised that account code entries on Code 1130 Fair Site rents would be reviewed.
The L and E committed expenditure report was provided to provide details of the allocation of the committed budget.
6. *Audit 2017/18* – the Town Clerk advised that there were no recommendations or actions arising from the external PKF audit of 2017/18. No action report therefore required. Completed audit papers and notices displayed on noticeboard and on website as required.
7. *Donation – to receive requests. (Donations budget 2018/19 = £4000. Committed to date £750)*
8. In view of the reduced contribution being provided by Adnams, the Christmas Lights cttee have requested consideration of a donation of £1000 for this year's event. The event is supported by the local community and visitors. Previous donation requests have not been taken in full.

It is the recommendation of the cttee that council supports the Xmas Lights switch on with agreement to a donation of £1000.

9. *Quotes for works* – Town Council has considered the tenders received for Town Hall and Market Place works.

Emergency works at 11 Strickland Place are as detailed in landlords report.

Other works as per repair schedule – see attached. Works as detailed to be drawn from existing loan monies.

Governance Matters

Mayor / Deputy Mayor – research paper to be considered at a future cttee meeting prior to full council consideration.

Cttee membership/ selection – research paper to be considered further at a future cttee meeting prior to full council consideration.

Recommendations

It is the recommendation of the Finance Committee that council supports the Xmas Lights switch on with agreement to a donation of £1000.