



SOUTHWELL

TOWN COUNCIL

The Old Courthouse
Burgage, Southwell,
Nottinghamshire NG25
0EP

Tel: (01636) 816103

FINANCE AND SCRUTINY COMMITTEE.

Wednesday 14th February 2018

The Old Courthouse, Burgage, Southwell

Present: Cllrs S Thompstone (Chairman), P Handley (Vice Chairman), B Prentice, Scorer, Gregory, Brooker, Rainbow

In attendance: T Broughton – Clerk to the Town Council, L Wright - Deputy Clerk to the Council, Cllr Martin

1 Apologies for absence
None received.

2 Questions from members of the Public
There were none.

3. To Receive any declarations of interest

Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a Disclosable pecuniary interest of which they are aware in a matter who attends a meeting of the council at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

No declarations and the meeting is not being recorded.

4. Chairman's Announcements
No announcements.

5 To approve previous minutes dated Wednesday 13th December 2017
5.1 Minutes of previous meeting – 13th December 2017

AGREED

Proposed Cllr Scorer , Seconded Cllr Thompstone

Cllr Harris in attendance suggested that all reserves could be merged into a single large reserve with no analysis. Instead of the first sentence.

2 in favour 4 against.

Proposed Cllr Scorer, seconded Cllr Handley

To exchange should for could in the third sentence of paragraph 2 of minute 7

Unanimous of those present at the meeting

Proposed Cllr Gregory, Seconded Cllr Prentice

To accept the amended minutes as a true record

5 in favour 1 abstention

5.2 Matters arising – For information only -

Page 3 maximising the useable space. Civic Society and History Society are currently maintaining a cell each but are rationalising the space and have made space available in the Cell 1.

CIL was an information only exercise so no need to submit any comments.

6 Finance Matters

6.1 Income & Expenditure Report to 31st January 2018 – it was suggested that bank charges should be challenged and the fees appear to be higher. Clerks to challenge the increase in charges. Bills have not arrived yet for dog bin collection. Clerk explained that the Recycling income was £3800 over budget however this was due to back years of income that had not been paid. Clerk to obtain a breakdown of the income from recycling. It was suggested that any profit from Car Parks this should be used for future maintenance of Car Parks.

6.2 Reserves Position – previous circulated – no comments.

6.3 2017/18 Budget Review – no comments

6.4 Internal Auditor position – discussion on appointment

Proposed Cllr Rainbow, seconded Cllr Scorer

Julie Murray – Welton By Lincoln Parish Council

Unanimous

7 Risk Assessment/Health & Safety Management

Town Clerk explained her understanding of Risk Assessments and Health & Safety. Cllr Gregory suggested the Town Clerk's advice to get professional help should be considered. Cllr Prentice explained that last year a check on audit controls was undertaken. She went on to say that there were gaps in the Risk Assessments in particular to do with the building. A consultant may recommend further alterations to the existing assessments. It was stated that there are a set of Risk Assessment procedures. It was suggested that the Panel meet and does its work according to the procedures. It was suggested that there was duplication that could be rationalised. Clerk to obtain costs for a one off Health & Safety Consultant.

Proposed Cllr Gregory, Seconded Cllr Prentice

Risk Assessment Panel to meet and Clerk to obtain costs for a one off Health & Safety Advisor.

Unanimous

8 Fees & Charges – decision to approve 2018 fees & Charges

It was suggested to remove the theatrical lighting, PA system. It was suggested to have a deposit for the projector and screen. It was suggested to remove projector and screen. Clerk to the Town Council explained that not all groups pay for room hire. It was suggested to keep the historic stalls at the same charge this year and new stalls to be in the new charging regime from the 1st April 2018. It was suggested that written communication must be made to market traders with regards to fees and charges and they will be reviewed each year.

Proposed Cllr Prentice, Seconded Cllr Scorer

To leave the External Training at £20

5 For 1 Against

Proposed Cllr Scorer, seconded Cllr Brooker

Recommend to Town Council to accept the Fees and Charges as tabled with the elimination of Theatrical Lighting, PA system, and Projection. The football fees to remain at £75.00 until the clubs have been spoken to.

Unanimous

9 Approval of nine month budget virements – Town Clerk recommendation to Town Council

Proposed Cllr Gregory, seconded Cllr Prentice

Recommend to Town Council to vire £1200 from recycling income for the Workshop Kitchen refurbishment.

Unanimous

10 Items for communication – none

11 Date of next meeting – Wednesday 11th April 2018

12 Items for discussion at the next meeting – usual items

The meeting closed at

Signed:..... Date:.....

Chairman, Finance and Policy Committee.