

# SANDBACH TOWN COUNCIL

Minutes of the Meeting of the Finance Committee held at 7.15 pm on 5 August 2004 at the Mayor's Room, Westfields.

**PRESENT**

Councillor:	M R Sherman, Chairman
Councillors:	Mrs M E Smith, Chairman of the Council
	Mrs D E Alcock
	Mrs P E M Price
	D Lloyd-Griffiths
	J J Moore
	B E Moran, Vice-Chairman
	N T Price
	W W Scragg
	P Wilson

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## 1. APOLOGIES FOR ABSENCE

Councillor      E A Lea

## 2. LATHAM MEMORIAL

Mr Malcolm McCuaig summarised the background. Only one contractor had been found who was prepared to inspect the memorial and give a quotation. The inspection had cost £600. The quotation to move the memorial, refurbish it and relocate on the pedestrian island opposite the Town Hall was £7,500 which included the installation of a top feature and £500 for problems as yet unknown. There was a difference of opinion on whether the illumination of the top feature would increase or decrease the risk of vandalism. It was agreed that the project should not be deterred by vandals. It was agreed that the project should include illumination if it could be achieved within the overall budget total of £8,500. The Clerk will write to certain commercial organisations to seek financial support.

**RESOLVED** that the Town Council should accept the recommendation of the Latham Committee with regard to the repositioning of the memorial.

**RESOLVED** that £8,500 is set aside for the project and that the standing order to have three competitive quotations is waived following the refusal of other contractors to respond.

## 3. FINANCIAL STATEMENT FOR APPROVAL

## 4. CONFIRM STATEMENT OF 'EAR MARKED' RESERVES

## 5. CASH PROJECTION FOR APPROVAL

A discrepancy in the figures affecting items 3, 4 and 5 had been noted and a fresh set of figures would be prepared.

**RESOLVED:** that subject to approval from the Finance Chairman and Vice-Chairman the revised sets of figures were approved.

## 6. HOW THE CLERK'S TIME IS SPENT

The Clerk presented a breakdown of the activities carried out by the Clerk and an estimate of the time taken on each activity. It was estimated that about 30 hours per week was spent on Council business.

**RESOLVED:** that the report is passed to the Quality Committee for them to pursue.

## 7. RESULTS OF THE INTERNAL AUDIT

The Internal Auditor's report was presented to the meeting. Of the five recommendations made the previous year three had been satisfactorily implemented. There were two items concerned with the placing of contracts where no progress had been made. The Quality Committee are investigating Standing Orders with respect to contract regulations and the use of approved contractor lists. There were no issues regarding contract tenders in 2003/4 because there were no tenders.

The internal auditor commented that the minutes had not been initialled by the Chairman. This was because he had been provided with a freshly printed set of minutes, not the master set. The second recommendation concerned the lack of an extended trial balance with the initial documents sent to him. This balance was prepared and sent to the internal auditor to his satisfaction.

The Clerk was asked show that the issues had been implemented at the next Finance Meeting.

**RESOLVED:** that the Clerk be congratulated for obtaining a satisfactory report.

## 8. INSURANCE SEMINAR

The Chairman gave a report on an insurance seminar he had attended at Winsford on 16 July. He was impressed by the CD ROM produced to help prepare risk assessments and it was agreed that procurement should be considered before the preparation of the next risk assessment report. The main lesson to be learnt was the importance of keeping records of actions taken to avoid risk in the event of legal action being taken against the council.

**RESOLVED:** that the report be received.

## 9. LETTERS OF THANKS FOR DONATIONS

### 9.1 Sandbach Rugby Union Football Club

Cllr Lloyd-Griffiths declared an interest.

**RESOLVED:** that the letter be received.

## 10. APPLICATIONS FOR DONATIONS

### 10.1 CBC – CHESHIRE FENCING REPLACEMENT

Mr R G Spicer had suggested a contribution of £4750 to replace the fencing at the A534/A5022 junction. The Clerk was to check that this did not affect Rotary's proposals.

**RESOLVED:** that Mr Spicer's proposal is accepted in principle.

**RESOLVED:** that under Financial Regulation 11.1 (c) the Standing Order for contracts is waived to allow Mr Spicer's proposal to proceed.

**11. DATE, TIME AND PLACE OF NEXT MEETING**

**RESOLVED:** that the next Finance Committee Meeting takes place on 23 September 2004 at the Mayor's Room, Westfields.

The meeting closed at 9.00 pm.

M R Sherman  
Chairman

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