

SANDBACH TOWN COUNCIL

Finance and Personnel Committee

Minutes of the Meeting of the Finance Committee held at 7.15 pm on 11 January 2007 at the Sandbach Literary Institution, Hightown.

PRESENT

Councillors: M R Sherman, Chairman
 J J Moore, Vice-Chairman
 D Lloyd-Griffiths
 N Price
 D Robinson
 Mrs E Alcock
 B Moran
 D Atkin
 W Scragg

1. APOLOGIES FOR ABSENCE

Councillor P Darnes

2. PERSONNEL MEETING MINUTES

RESOLVED: that the minutes be approved.

3. FINANCIAL STATEMENT FOR APPROVAL

The Clerk presented the financial statement for the first three quarters. Clarification was given in relation to 'debtors' and the Clerk was asked to make this clearer in future statements.

RESOLVED: that the attached statement be approved.

4. CASH PROJECTION FOR APPROVAL

Some discussion took place in relation to the Sandbach Town Council Chairman's Allowance and how this was managed.

RESOLVED: that an item be included on the next Finance Committee agenda to agree the definition of the ceremonial budget, its levels and the management process.

The Clerk informed members that the Sandbach Town Council Chairman's Entertainment Allowance is overspent at the third quarter and asked for permission to transfer additional funds from an under spent budget.

RESOLVED: that a transfer is not made. The accounts should continue to reflect the over spend.

RESOLVED: that the attached projection be approved.

5. CONFIRM STATEMENT OF 'EAR MARKED' RESERVES

The Clerk drew attention to an item of correspondence from the Wheelock Community Association which explained why the association had not called for the grant pledge from the Council.

RESOLVED: that the pledge of £5,000 be extended for a further six months.

The Clerk read a letter from Reverend David Page explaining why the grant pledge in respect of St. Peter's Church Hall had not been called for.

RESOLVED: that the pledge of £15,000 be extended for a further six months.

RESOLVED: that the attached statement of earmarked reserves be approved.

6. PAYMENTS FOR APPROVAL

6.1 Cheques for Payment

SLCC – Membership subscription	150.00
Data Protection Registration Fee	35.00

RESOLVED: that the payments be approved.

7. DATA PROTECTION – DIRECT DEBIT

RESOLVED: that the Clerk arrange an annual direct debit payment of £35.00.

8. BANK AUTHORISED SIGNATORIES

The Clerk informed members that the new mandate is in place and confirmation from the bank is awaited. Approved signatories are the Chairman and Vice-Chairman of the Council and the Finance Committee, and the Clerk and his Assistant. The mandate will be reviewed annually. All cheques will be signed by the Clerk or the Assistant Clerk and at least two others.

RESOLVED: that this process be approved and incorporated into the Financial Regulations.

9. PROPOSALS TO MODIFY THE GRANT APPLICATION FORM

The Chairman presented a revised grant application form and criteria. Suggestions for further amendment were received.

RESOLVED: that the proposed amendments be incorporated into the document before submitting to the Quality and Projects Committee for their approval.

10. LETTERS OF THANKS

10.1 Sandbach Clean Team / Sandbach Community Pride Action Team.

10.2 Sandbach Voices

10.3 Home Start

10.4 Citizen's Advice Bureau

RESOLVED: that items 10.1, 10.2 and 10.4 be received.

RESOLVED: that Home Start be advised to submit a formal grant application to the Council.

11. APPLICATIONS FOR DONATIONS

11.1 VISYON

Members considered a request to grant £1,000 towards VISYON.

RESOLVED: that the request be refused but that the organisation be made aware of grant opportunities through the Cheshire Community Council.

12. CORRESPONDENCE

12.1 Wheelock Community Association

12.2 Mr G Alcock – Transport Festival Committee

12.3 Mrs C Read-Bone – Funding Programme

RESOLVED: that all correspondence be received.

13. DATE, TIME AND PLACE OF NEXT MEETING

RESOLVED: that the next Finance Committee Meeting will take place on Thursday, 8 March 2007 at 7.15 pm in the Sandbach Literary Institution.

Meeting closed 8.43pm.

M R Sherman
Chairman

Ref: FCM110107