

SANDBACH TOWN COUNCIL

Finance, Policy and Governance Committee (Finance)

Minutes for the meeting to be held on Thursday, 29th October 2015 at 7.45pm at the Sandbach Literary Institution, Hightown.

In Attendance: Cllr A Smith
 Cllr B Moran
 Cllr M Benson
 Cllr G Merry
 Cllr C Lowe
 Cllr B Davies

Also in attendance was The Town Clerk, Finance Officer and 4 members of the public.

1. APOLOGIES FOR ABSENCE

Cllr S Corcoran
Cllr S Holland
Cllr R Wait
Cllr M Forster

2. DECLARATIONS OF INTEREST

Cllr M Benson stated he helps as a volunteer only for Sandbach Concert Series.

The Chairman of the meeting adjourned the meeting to allow questions from members of the public. There were none, so the meeting reconvened.

3. TO APPROVE THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING (GOVERNANCE) HELD 3RD SEPTEMBER 2015.

RESOLVED: That the minutes be approved as an accurate record.

4. CO-OPTION

RESOLVED: That Martin Forster and Bleddyn Davies be co-opted on to the Finance, Policy and Governance Committee.

5. ANNUAL RETURN 2014/15

The Annual Report was presented. The Committee put forward their thanks and congratulations to the members of staff involved in the work in achieving a clear audit.

RESOLVED: That the Annual Return be received.

6. FINANCIAL STATEMENT – SECOND QUARTER 2015-16

[Attached: Detailed Income and Expenditure Cost Centre Report and Bank Reconciliation]

RESOLVED: That the Second Quarter financial statements be approved.

7. PAYMENTS MADE

[Attached: Schedule of Payments]

RESOLVED: That the payments made between 1 July and 30th September 2015 be approved.

8. APPLICATIONS FOR DONATIONS

8.1 CHURCHES TOGETHER IN SANDBACH

A donation of £400 was requested towards the purchase and installation of a Peace Pole.

RESOLVED: That the grant be approved only on the receipt of the proof that the conditions put forward by CEC have been met, this was to be dealt with by The Town Clerk and Vice Chair of Finance.

8.2 SANDBACH AND DISTRICT TALKING NEWSPAPER

A donation of £1,500 was requested to purchase a further supply of Boom Boxes and USB sticks.

RESOLVED: That a grant of £1000 be approved.

8.3 SANDBACH VOICES

A donation of £2,100 was requested to purchase a keyboard, amplifier and accessories to enable them to hold concerts in more venues.

RESOLVED: That the grant be rejected due to not receiving the requested further information that arose on the original application.

8.4 ALZHEIMER'S SOCIETY

A donation of £1,700 was requested to cover hall hire costs for the weekly meeting at St. Peters Church Hall in Elworth.

RESOLVED: That a grant of £1000 be approved, and information be issued to Alzheimer's that they could also apply to CEC for funding.

8.5 ST JOHN'S C OF E SCHOOL

A donation of £500 was requested towards the running of the annual Eco Day.

RESOLVED: That a grant of £250 be approved, as it was stated on a previous application that the project should aim to become self-funding, and any further grant applications should reduce.

8.6 SANDBACH CONCERT SERIES

A donation of £4500 was requested, payable over 3 years from September 2016 at £1500 per annum, to develop Sandbach Young Musician of the Year as an annual events, and to continue to develop works shops and communication between musicians and providers

RESOLVED: That the three year grant of £1500 per annum be approved from 2016-2017.

9. GRANT FEEDBACK FORM

It was requested that we contact both Sandbach Clean Team and Sandbach Ceilidh to thank them for the comprehensive feedback they have provide.

RESOLVED: That the feedback be received.

10. DIGNITY AT WORK ACT

It was discussed that although this policy is being considered through Governance, it should be forwarded to the Personal Committee for noting. A request was also made to amend the title to Dignity at Work Policy and Procedure.

RESOLVED: That the Policy be approved with the above amendment.

11. COOPTION PROCEDURE

It was noted that this amendment was to clarify STC system of dealing with absent candidates. Member's rejected the update, noting that they felt it was important have the commitment for the candidate to be at the Co-option meeting. It was also stated that there is no written policy to say that the candidate must appear, this is only to clarify our position, and either way this must be noted and documented. This is to be referred to Full Council.

RESOLVED: That the amendment be rejected and replaced with the following wording:

- i. attending the meeting is obligatory and not attending applicant will not be considered.
- ii. remove the second amendments

12. ANNUAL RETURN REPORTING PROCEDURE

Following a request to investigate how the Annual Return was submitted and what information should be provided, the Reporting Procedure was presented. The Committee considered that the procedure be approved. Committee members made a number of suggestions for efficiencies to be considered such as placing the accounts on the council website or using drop box.

RESOLVED: That the procedure be approved and no changes to be made.

13. DIRECT DEBIT

The Finance Officer presented the up to date Direct Debit list.

RESOLVED: That the updated report be received.

14. DUAL AUTHORISATION

The Finance Officer updated the Committee on the Dual Authorisation of BACS payments and stated that the scheme is fully operational and appears to be a success.

RESOLVED: That the update be noted.

15. OPEN SPACES

RESOLVED: That the Annual Subscription be approved at a cost of £45.00.

16. LETTERS OF THANKS

There was none.

17. CORRESPONDENCE

There was none.

18. ITEMS FOR THE NEXT MEETING

The Finance Officer requested that Committee put forward their thoughts on Terms of Payment for Sales Invoices, to discuss in the meeting on 14th January 2016.

19. DATE, TIME AND PLACE OF NEXT MEETING

The next Committee meeting is a Governance Meeting on 3rd December 2015 at 7.45pm at Sandbach Literary Institute.

Meeting closed at 9.05pm

Cllr A Smith

Vice Chair

SVS