

SANDBACH TOWN COUNCIL

Finance, Policy and Governance Committee

Minutes for the meeting held on Thursday 6th November 2017 at 7.30pm at the Sandbach Literary Institution, Hightown.

In Attendance:

- Cllr Gill Merry
- Cllr Steve Kirkham
- Cllr Mike Benson
- Cllr Mike Muldoon
- Cllr Barry Moran
- Cllr Carolyn Lowe
- Cllr Sam Corcoran
- Cllr Alan Smith
- Cllr Martin Forster

Also present were the Finance Officer and the Press.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Richard Hovey. No apologies received from Cllr Sue Ashcombe-Hurt.

2. DECLARATIONS OF INTEREST

Declared from Cllr Carolyn Lowe for item 11.3, as she is a member of Sandbach Footpath Group.

The Chairman adjourned the meeting to allow questions from members of the public, as there were none the meeting was reconvened.

3 TO APPROVE THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING HELD 3RD AUGUST 2017.

RESOLVED: That the minutes be approved.

4 FINANCIAL STATEMENT – SECOND QUARTER 2017-2018

RESOLVED: That the Financial Statements be approved.

5 PAYMENTS MADE

RESOLVED: That payments made in the second quarter be approved.

6 ANNUAL RETURN 2016-2017

The Annual Return and supporting reports were presented, and the qualified status highlighted, members were asked to receive the Annual Return for 2016-2017 and to recommend to Council for approval. Discussions arose based on the qualified

status, that we are trying to fully understand the result, and will aim to get the qualified status rescinded if this is possible. The issues report was brought to the attention of the committee, which shows issues highlighted by the external auditor resulting in the result, along a report from the Responsible Finance Officer with answers/updates to those queries. Work is being done and some work is completed towards solving the issues, and that it was difficult to resolve some due to the amount of work that had taken place in the last year. The external auditor has been contacted and chased.

RESOLVED: That the recommendation to refer the Annual Return to Full Council be deferred until the queries have been answered by the external auditor, unless there is a date deadline that the Return has to be approved by, the Finance Officer will provide the committee with this date.

7 PAYMENT APPROVAL

RESOLVED: That the payment of invoice 1652136, BDO LLP, for £1920.00 (£1600.00 plus £320.00 VAT) be approved and to be paid from budget code 101/4112, but to hold back payment until the queries with the Annual Return have been resolved.

8 STC IN-HOUSE ENTERTAINMENT

The report was presented, and risks discussed. It was noted that ticket sales are monitored for all events, and staff are able to make a decision whether to cancel the events with some notice, and that they are good events for Town Hall income. Risk is managed by staff. It was requested that tribute acts be amended to Entertainment as events offered were more than just tribute acts.

RESOLVED: That the report and risk associated with this be noted, nominated officers be delegated authority to hire entertainment acts.

9 SIMPLIFIED ACCOUNTS

The accounts reports were presented, and a note made that these were previously presented to the Finance Policy and Governance Committee, but at that point it was asked that Simplified Accounts replaced the detailed accounts, this was rejected, and that this was now being presented to accompany the Detailed Accounts.

RESOLVED: That the Simplified Accounts be used as a top sheet to the Full Accounts

10 GENERAL DATA PROTECTION REGULATION (GDPR)

The report was presented with detail stating that as this is a fairly new change to regulations, which will be introduced in May 2018, and will evolve as time goes on, and we will have to comply. As work progresses, details will be presented as and when it arises to the relevant committees. Concerns were raised about the amount of extra work for the nominated officer, and that this should be presented to Personnel Committee. It was also noted that only the report be presented to Council rather than the attachment. Comments also made were that legislation may change and while caution should be taken about work carried out while this evolves, we must set in place what we believe is required.

RESOLVED: That the report be noted and to recommend to Council that the Town Clerk is appointed Data Protection Officer (DPO), and that this change in job description is reported to the Personnel Committee.

11 APPLICATIONS FOR DONATIONS

Balance of Funds for 2017-2018: £10131

11.1 SANDBACH CRICKET CLUB

Requested a grant of £4,000 towards the purchase of nets, it was agreed to award them £5,000 for them to buy at least one full set of nets.

11.2 SANDBACH HEATH NEIGHBOURHOOD FORUM

They requested a grant of £110 to purchase a speed gun. It was noted that the information they take will be forwarded to the Police for appropriate action. The £110 was approved.

11.3 SANDBACH FOOTPATH GROUP

They requested a grant of £1000 to make paths more accessible and Kissing gates. It was agreed to award the £1000.

12 GRANT FEEDBACK FORM

There are none.

13 LETTERS OF THANKS

There are none.

14 CORRESPONDENCE

There is none.

15 ITEMS FOR THE NEXT MEETING

15.1 VAT at the Town Hall Complex

15.2 It was noted that the RFO may convene a meeting in January to cover new Governance policies that are arising.

15 UNDISCHARGED RESOLUTIONS

RESOLVED: The report was noted, and confirmed that the Aged Debtors would be presented in February.

16 DATE, TIME AND PLACE OF NEXT MEETING

The date of the next meeting of the Finance, Policy and Governance Committee will be 1st February 2018 at 7.30pm at the Sandbach Literary Institution.