

SANDBACH TOWN COUNCIL

Finance, Policy and Governance Committee

Minutes for the meeting to be held on Thursday, 30th May 2019 at 7.00pm at the Sandbach Literary Institution, Hightown.

In Attendance: Cllr D Jack
 Cllr L Crane
 Cllr I Williams
 Cllr S Kirkham
 Cllr R Hovey
 Cllr G Merry
 Cllr K Seymour

Also present were the Finance Officer, Town Clerk and Press.

1. APPOINTMENT OF THE CHAIR

RESOLVED: That Cllr David Jack be appointed as Chair

2. APPOINTMENT OF THE VICE-CHAIR

RESOLVED: That Cllr Keiron Seymour be appointed as Vice-Chair

3. APOLOGIES FOR ABSENCE

Apologies received from Cllr S Corcoran
 Cllr P Eaton

No apologies received from Cllr S Ashcombe- Hurt

4. DECLARATIONS OF INTEREST

Cllr I William declared an interest in Item 8.4 due to his wife being a previous member of the committee at Sandbach Choral Society.

5. TO APPROVE THE MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING ON 31ST JANUARY 2019

RESOLVED: That the minutes be approved as an accurate record by the three previous members of the Finance Policy and Governance Committee.

6. FINANCIAL STATEMENTS: FINAL QUARTER

[Attached: Simplified Accounts Summary, Detailed Income and Expenditure Cost
 Centre Report, Bank Reconciliation]

Lead: Chair of Finance

RESOLVED: That the final quarter statements are noted.

7. PAYMENTS MADE

[Attached: Schedule of Payments]

Lead: Chair of Finance

RESOLVED: That the payments between 1st January 2019 and 31st March 2019 are approved.

8. APPLICATIONS FOR DONATIONS

Lead: Chair of Finance

Approved payments are to be made from the Community Grants budget (110-4530) and payments are delegated to the Finance Officer.

8.1 SANDBACH HEATH (ST JOHNS) PLAYGROUP

They applied for a grant of £3177 for a sports shed and sports equipment. It was noted that although the full amount of the project has been applied for, the applicant has indicated that they have also applied for a grant from Cheshire East for the same project.

RESOLVED: That the application be deferred and contact to be made as to the outcome of the other application.

8.2 WORLD PROJECT MANAGEMENT UK

They applied for a grant of £1000 towards running costs for a 12-week programme of which the aim is to provide unemployed people the chance to gain business work experience. Discussions to note are: They have not yet been awarded a charity status number and therefore have no bank account or set dates for courses, that they are asking for running costs for rent and salaries, which we do not normally cover in community grants, and it seems that the people benefiting is a limited number of people to go through the programme and that this needs to be considered as to how it benefits all of Sandbach.

RESOLVED: That the applicant be declined.

8.3 GIRLGUIDING CHESHIRE BORDER

They applied for a grant of £200 towards a Guiding trip to Slovenia. After discussion the Guide applying reside in Haslington Parish Council boundaries, which is not cover by our grant criteria.

RESOLVED: That the application is declined.

8.4 SANDBACH CHORAL SOCIETY

They applied for a grant of £800 towards costs of delivering their Singing Day on 31st August 2019. It was noted: That the main costs highlighted in the application are running costs, it is a ticketed event, a query arose as to how the event will be advertised and how people would know how to attend, also noted was the balance of the year end bank details, however members did note that they do take the name of Sandbach around with them at events.

RESOLVED: That we award the same as previous grant, £400.

8.5 CHESHIRE & WARRINGTON CARERS TRUST

They applied for a grant of £1000 costs to assist in the running of awareness events to support carers in Sandbach. It was noted that this project was to put on more than one event, that it was a worthwhile project. It was requested that the applicant update Sandbach Town Council as to how they are reaching people to attend the course. It was suggested that we contact the applicant to say we would advertise the events for them

RESOLVED: That the application be approved for the £1000 requested and note to the applicant that feedback is required for clarity that the course was reaching relevant people, and the offer to advertise the events.

8.6 FRIENDS OF SANDBACH STATION

They applied for a grant of £95 towards costs of installing a flower trough.

RESOLVED: That the grant be awarded.

8.7 SANDBACH POLICE STATION (PCSO ELLIOT)

They applied for a grant of £250 to provide 'Purse Bells' to the for the prevention of purse theft. Discussions noted that members felt this was beneficial to the community on several levels, but that noted it was an incomplete application.

RESOLVED: That under the General Powers of Competence we do not award a grant but purchase the purse bells to handover to the PC Elliot/ Sandbach Police Station.

9. APPROVAL OF INVOICES

Lead: Chair of Finance

9.1 JOHN GREENHALL & CO

RESOLVED: That invoice 245 from John Greenhall & Co for £2640 (£2200 plus £440 VAT) for annual payroll services for 2018-2019 be approved. To be paid from budget line 101-4114, (accounting services) and the payment delegated to the Finance Officer.

9.2 JDH BUSINESS SERVICES LTD

RESOLVED: That invoice 3459 from JDH Business Services Ltd for £1,560 (£1,300 plus £260 VAT) for 2019-20 Data Compliance services be approved. To be paid from budget line 101-4112 (audit fees) and the payment delegated to the Finance Officer.

10. INTERNAL AUDIT REPORT

Lead: Chair of Finance

The report was presented, and the Finance Officer and Clerk explained to the new members of the committee what this is and how often we are audited. The Finance Officer gave an update on some of the items raised by the Internal Auditor.

RESOLVED: That the report be received and that is recommended to Council for approval.

11. ANNUAL GOVERNANCE ACCOUNTABILITY REPORT (ANNUAL RETURN)

Lead: Chair of Finance

This was presented to the committee as information for the new members of the committee. The Finance Officer gave a quick explanation of the summary and noted that this and full accounting reports are presented to Council for approval.

RESOLVED: That the Annual Governance Accountability Return (AGAR) is received.

12. COMMUNITY CLEAN-UP GRANT

Lead: Chair of Finance

The Finance Officer noted that this is a grant made via Cheshire East Council Sandbach Clean Team applied for the grant, and the monies has been paid to Sandbach Town Council who are acting as a conduit.

RESOLVED: That the grant fund monies be released to Sandbach Clean Team.

13. PAYMENT REPORTS

Lead: Finance Officer
The Finance Officer presented the two reports for approval and recommendation.

RESOLVED: i-That the Direct Debit List is noted.
ii-That the request to cancel old direct debit is approved.
iii-That the Direct Debit list is recommended to Full Council for approval
iiii-That the request to continue to pay suppliers by BACS is recommended to Full Council for approval.
iv-That the regular payments list is noted.

14. GRANT FEEDBACK FORM

There were none.

15. LETTERS OF THANKS

Lead: Finance Officer
The Finance Officer read out a thank you card from Sandbach Allotment Society for their grant award.

RESOLVED: That the thank you note be received.

16. CORRESPONDENCE

There was none.

17. ITEMS FOR THE NEXT MEETING

The Finance Officer asked if any members have items, they wish to present to the committee to email the Chair or Finance Officer.

18. UNDISCHARGED RESOLUTIONS

There are none.

19. DATE AND TIME OF NEXT MEETING

The date of the next meeting of the Finance, Policy and Governance Committee date is Thursday 8th August 2019 at 7.00pm at the Sandbach Literary Institution, Hightown.