

SANDBACH TOWN COUNCIL

Finance, Policy and Governance Committee

Minutes for the meeting to be held on Thursday, 2nd August 2018 at **7.30pm** at the Sandbach Literary Institution, Hightown.

In Attendance:

Cllr Steve Kirkham
Cllr Gill Merry
Cllr Mike Muldoon
Cllr Barry Moran
Cllr Mike Benson
Cllr Sam Corcoran
Cllr Alan Smith
Cllr Kathryn Flavell
Cllr Martin Forster
Cllr Richard Hovey

Also present were the Responsible Finance Officer, Finance Officer and one member of the public.

1. APPOINTMENT OF CHAIR

RESOLVED: That Cllr Gill Merry appointed as Chair.

2. APPOINTMENT OF VICE CHAIR

RESOLVED: That Cllr Steve Kirkham be appointed as Vice-Chair.

3. APOLOGIES FOR ABSENCE

Apologies received from: Cllr Carolyn Lowe

No Apologies received from: Cllr Sue Ashcome-Hurt
Cllr Paula Eaton

4. DECLARATIONS OF INTEREST

- Cllr Moran expressed a disclosable pecuniary interest in item 9.2, Sandbach Rugby Union Football Club grant application, as he pointed them in the direction of the grant application process and he became involved with the application process via a query made by the Rugby Club about their application and he is named in the form.
 - Cllrs Barry Moran, Gill Merry and Sam Corcoran declared an interest in item 14, Code of Conduct, due to already being governed by this code word for word, apart from the substitution of Sandbach Town Council in place of Cheshire East. Cllr Gill Merry also declared the same interest for Cheshire Fire and Rescue.
 - Cllr Kathryn Flavell declared an interest on item 9.4, Sandbach Choral Society grant application, due to being a member of the Choral Society.
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5. The Chair adjourned the meeting to allow questions from members of the public, as there were none, the meeting was reconvened.

Item 11 was brought forward: Minutes follow below.

6. TO APPROVE THE MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING ON 10TH MAY 2018.

The Finance Officer highlighted an amendment to the original circulated minutes, which was in item 6.2 as below:

Original minutes:

RESOLVED: *That the award be granted conditionally. £875 to be awarded only if 3 schools can be secured.*

Updated minutes:

RESOLVED: *That the award be granted conditionally. £875 to be awarded only on confirmation that 3 schools within Sandbach can be secured.*

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

7. FINANCIAL STATEMENTS: FIRST QUARTER

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

Lead: Chair of Finance

The first quarter results were presented. On discussion the Committee requested that as the Variance report is a duplication of the Income and Expenditure figures but does show information regarding variances, this should not be included in future agenda packs but be forwarded as a supporting document alongside the agenda.

RESOLVED: That the financial statements for the first quarter, 01st April to 30th June 2018, be approved.

8. PAYMENTS MADE

[Attached: Schedule of Payments]

Lead: Chair of Finance

RESOLVED: That the payment for the first quarter, 01st April to 30th June 2018, be approved.

9. APPLICATIONS FOR DONATIONS

Lead: Chair of Finance

BALANCE OF COMMUNITY GRANT FUNDS: £4625

9.1 SANDBACH WOODLAND AND WILDLIFE GROUP

i) They applied for a grant of £4,300 to develop the role of SWWG in the conservation of woodland and the associated areas, to be paid over three years, £1,800 in 2019-20, £1,500 in 2020-21 and £1,000 in 2021-2022.

Members highlighted the good work already completed by SWWG and noted that this group do a great work in involving other organisations too. Members also highlighted that the group involve the people of Sandbach and it is for the benefit of the people of Sandbach.

RESOLVED: That the grant of £4,300 as requested be approved

ii) Resolution was required for budget provision due to future years request.

RESOLVED: That future year budget provision be recommended to Council for approval during budget setting process, and that the payments of the grant is delegated to the Finance Officer.

9.2 SANDBACH RUGBY UNION FOOTBALL CLUB

They applied for a grant of £1500 towards costs of running their music festival.

It was highlighted that the music festival had already taken place, so this was a retrospective application. Cllr Moran left the room during this discussion.

Members noted that the Club do seem to have funds available to them, but would not like to rule the grant out, they also highlighted that the club do a lot of good for the people of Sandbach, however they requested a final breakdown of costs and overall outcome before a decision can be made.

RESOLVED: That the grant be deferred to the next meeting and that the breakdown be requested for further discussion.

9.3 SANDBACH FOOD BANK

They applied for a grant of £300 to help fund 20/25 Christmas food parcels this year. Members fully supported this application and made the decision to increase the amount awarded to the full amount of the project.

RESOLVED: That a grant of £500 be awarded to the Sandbach Foodbank Group, and that the payment of the grant is delegated to the Finance Officer.

9.4 SANDBACH CHORAL SOCIETY

They applied for a grant of £400 to cover cost of hall hire for their 'Come & Sing day. Members fully supported this application.

RESOLVED: That the grant of £400 be awarded, and that the payment of the grant is delegated to the Finance Officer.

10. PURCHASE INVOICES

Lead: Chair of Finance
Purchase invoice 13 from Sandbach Literary Institution was presented for approval.

RESOLVED: That invoice 13, for £2136.04 for March, April, May 2018 Rent, is approved, which is to be paid from nominal code 4121-10, and that the payment of the invoice is delegated to the Finance Officer.

11. TERMS OF REFERENCE

Lead: Chair of Finance

Whilst looking at the Terms of Reference, the start time of the meeting was discussed, which historically had been later to accommodate the personal needs of the past Committee Chair. All agreed that the time should now be changed to 7pm, aligning with all other Committee start times.

Some minor amendments were agreed:

3.2, the insertion of 'individual', reading: To approve 'individual' grants up to £5,000.

3.4, the Clerk to investigate the purpose of this provision.

3.5, delete as not required.

RESOLVED: that

- i) The Committee start time be brought forward to 7.00pm with immediate effect.
- ii) That changes at 3.2 and 3.5 be made as requested.
- iii) That pending the outcome of investigation into 3.4, the Terms of Reference are approved.

12. DIRECT DEBIT AND BACS

Lead: Finance Officer

The Direct Debit list and report were presented.

RESOLVED: i) That the Finance Policy and Governance Committee note the Direct Debit list.
ii) To recommend the Direct Debit list to Council for full approval.
iii) To recommend the request to continue to pay suppliers by BACS and Direct Debit to Council for approval.

13. PENSION

Lead: Chair of Finance

The report on the changes in processing the monthly pension was presented.

RESOLVED: That the changes in processing the monthly pensions be noted.

14. CODE OF CONDUCT

Lead: Town Clerk

The Clerk presented the new Code of Conduct; the content is as the CEC adopted Code (2018) and has been personalised for Sandbach. She explained that the new code was adopted by CEC in January 2018 and rolled out to Town and Parish Councils at a conference held during February. In the past, Sandbach Town Council has adopted the same code as Cheshire East and members were asked to consider if they wished to do so again.

There are a number of key difference to the Code and members feel that it is essential that Council is made aware of these differences when it is asked to debate the subject on 16 August. The Clerk was asked to annotate a few sections of the code to make elements clearer to members. The Clerk explained that she is not legally trained and does not feel it is her place to guide

members, although is willing to put together further supporting information based on a CEC presentation for the Council meeting.

RESOLVED: that the new Code of Conduct be recommended to Council for adoption.

15. WORKING GROUP RULES

[Attached: Report of Working Groups Roles and Responsibilities]
Lead: Town Clerk

After 12 months of using the new rules pertaining to Working Groups, the Clerk made some recommendations for change. Changes were agreed, with further changes being suggested:

- Quorum, the quorum must include a minimum of two elected members.
- Members of the public in attendance will be afforded the same opportunity to speak as Council and Committee meetings, i.e. up to 15 minutes early in the meeting.
- Reference to 'notes' is clarified and replaced with 'minutes' for consistency.

RESOLVED: subject to the amendments detailed the revised Working Group Rules are recommended to Council for adoption.

16. TOWN HALL FINANCE SUMMARY

Lead: Chair of Finance

The paper from the Operations manager was presented the Finance Officer noted that this had previously been presented to Finance Committee for feedback, but the original finance summary was not sufficient to show a true outcome and requested amendments. It was the amended version that was presented at this meeting. The Town Clerk highlighted that any agreed format should be final to ensure continuity for reporting to Assets and Services and for continuity, it was also noted that this report would only be used for presentation to the Assets and Services committee meetings.

RESOLVED: That the updated summary be approved for presentation as Assets and Services.

17. GRANT FEEDBACK FORM

17.1 SANDBACH GYMNASTICS FOUNDATION
Lead: Chair of Finance

RESOLVED: That the grant feedback be received.

18. LETTERS OF THANKS

There were none.

19. CORRESPONDENCE

There are none.

20. ITEMS FOR THE NEXT MEETING

The Chair asked that any items for the next meeting be forwarded to the Finance officer.

21. UNDISCHARGED RESOLUTIONS

The Chair noted that the Aged Debt undischarged resolution will be presented to Council on 16th August 2018.

22. DATE AND TIME OF NEXT MEETING

The date of the next meeting of the Finance, Policy and Governance Committee will be held on **Thursday, 15th November 2018** at **7.00pm** at the Sandbach Literary Institution, Hightown.

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