

SANDBACH TOWN COUNCIL

Finance, Policy and Governance Committee

Minutes for the meeting held on Thursday, 8th August 2019 at 7.00pm at the Sandbach Literary Institution, Hightown.

In Attendance: Cllr D Jack
 Cllr L Crane
 Cllr I Williams
 Cllr R Hovey
 Cllr K Seymour
 Cllr S Corcoran
 Cllr M Muldoon

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

1. APOLOGIES FOR ABSENCE

Apologies received from Cllr S Kirkham
 Cllr G Merry
 Cllr P Easton

No apologies received from Cllr S Ashcombe-Hurt

2. DECLARATIONS OF INTEREST

Cllr S Corcoran noted an interest in Item 7.1, Sandbach Heath Playgroup Grant application, and noted he would leave the room during the discussions

The Chair 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 MEETING ON 30TH MAY 2019

RESOLVED: *That the minutes be approved with the below amendments:
 i: Name correction for item 2, spelling error.*

4. COMMITTEE TERMS OF REFERENCE

Lead: Chair

RESOLVED: *That the Terms of Reference be approved with the amendment
 that the number in the committee be updated from 12 to 10.*

5. FINANCIAL STATEMENTS: FIRST QUARTER

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

Lead: Chair of Finance

Discussion arose around items: 101-4121: Committee were updated that this shows all the invoices for the full year,

payment is being requested to be approved in item 12, payment will only be made when they become due.
 Storage Unit: 101-4400: A query was made as to whether we still need the unit and items in it, and what was kept in there. It was noted the store is in use by storing the Christmas Lights.
 Grants/Loan: A request was made to send the newer members of the committee previous approvals of grants and information one the Public Work Loans Board. The finance officer will send out information to all committee members.

RESOLVED: *That the financial statements be approved.*

6. PAYMENTS MADE

[Attached: Schedule of Payments]

Lead: Chair of Finance

RESOLVED: *That the financial statements be approved.*

7. APPLICATIONS FOR DONATIONS

Lead: Chair of Finance

Action: To approve applications and to delegate payment of the grant award from Community Grants nominal code (101-4530) to the Finance Officer.

BALANCE OF COMMUNITY GRANT FUNDS: £8,505

7.1 SANDBACH HEATH (ST JOHNS) PLAYGROUP

Cllr Corcoran left the room for this item and returned once concluded. A deferred application from FCM 30.05.19. They applied for a grant of applied for a grant of £3177 for a sports shed and sports equipment. After discussion it was noted that a lower amount is to be granted, as the balance of STC funds should be taken into account. This amount would pay for the shed and £500 towards some of the equipment.

RESOLVED: *That a grant award of £1600 be approved.*

7.2 ACT IT OUT

Cllr L Crane offered a non-pecuniary interest in this item as she has children of primary school age. Act it Out applied for a grant of £1,000 to run Mental Health workshops in Sandbach Primary schools.

RESOLVED: *That the grant award of £1000 be approved.*

7.3 MINERVA

They applied for a grant of £2,000 to run a project called Cheshire's Popular Entertainment Routes. It was noted that the accounts listed on the form do not tally, and a clarification of routes is required.

RESOLVED: *That the application be deferred and re-submitted with updates.*

7.4 KOSHIDO-RYU SANDBACH KARATE CENTRE

They applied for a grant of £1611.78 for the provision of safety equipment. It was noted that fundraising has taken place in the past, but this project was being asked to be funded in full by Sandbach own Council, after discussion it was decided that an award be made to pay for the equipment for competitions.

RESOLVED: *That a grant award of £625.98 be awarded.*

8. GRANTS AND FUNDING

Lead Chair of Finance/RFO

The guidance on the Role of Town Council representatives on outside bodies was presented. Question from a member of the public were read out:

1. Does this document apply to all the bodies which have a council rep? The answer to this was yes.

2. Have these bodies been consulted about what is happening? The answer was only to the ones who receive funding.

3. Is the council rep to be an observer at the bodies' meetings or is expected that they will be a full member with voting rights etc? This was discussed by the committee, and noted that when the idea was first put forward it was that STC would be a representative from the Council not a member of their organisation, but to listen guide and explain what we do in a consultative role, there may be conflict should STC become members become a member of the organisation. This item was not be included but to remain open as there are some bodes that you are required to be a trustee or member, such as the Almhouse Trust.

RESOLVED: *That the guidance be approved and sent to Council for approval.*

9. VARIANCES

Lead Chair of Finance

A recommendation was made to update the variances that are reported on each quarter from our current: *For this purpose, "material" shall be in excess of the greater of £500 and 10% of the budget line.* to 15% to bring this in line with yearend variance amounts that are reported and in line with the NALC model issue to Councils. This was rejected. It was noted to leave as is, in the discussion it was noted that the percentage was 15% but current document states 10%, so it will remain as such.

RESOLVED: *That the variance reporting remain the same.*

10. CASH HANDLING POLICY

Lead: Chair of Finance

The updated Policy was presented, and it was explained that it has been bought up to date and in line with our current payment methods and procedures.

RESOLVED: *That the Policy be approved and recommended to Council with the following amendments:*

Page 6 update abbreviation to BGC

Page 8 remove the information about the cheque guarantee card and add that the signature could be checked against other I.D.

11. BUSINESS CREDIT CARD

Lead Chair of Finance.

It was noted that the card should also be allowed to be used in store not just online. The transaction limit of £500 be approved, and to add that details of the card should not be written down or noted at any point.

RESOLVED: *That approval is given to open a Credit Card with Natwest, and to recommend this to Council*

12. SUPPLIER INVOICES

Lead Chair of Finance

12.1 SLI TRUSTEES

The invoices were presented for approval, it was noted by the Finance Officer that the payment would only be made when the invoice became due.

RESOLVED: *That the invoices be approved as below:*

i- *Approved with immediate payment, Rent invoice 21 for the period June to August 2019, for £2136.00 (£1780 plus £356 VAT) from budget line 101-4121 (rent)*

ii- *Approved advance payment of Rent invoices 22,23,24 each invoice for £2136.00 (£1780 plus £356 VAT) from budget line 101-4121 (rent) to be paid:*

Invoice 22 Rent for September -November 2019. Due 1st September 2019.

Invoice 23 Rent for December 2019 – January 2020. Due 1st December 2019.

Invoice 24 Rent for March to May 2020. 201. Due 1st March 2020.

13. GRANT FEEDBACK FORM

Lead Chair of Finance

13.1 FRIENDS OF SANDBACH STATION

RESOLVED: *That the feedback be noted.*

14. LETTERS OF THANKS

There was none.

15. CORRESPONDENCE

Lead Chair of Finance

SANDBACH CLEAN TEAM

The information was presented to the committee.

RESOLVED: *That the information be received, and that Cllr Corcoran will pass on his thank to the Clean Team for providing an update.*

16. ITEMS FOR THE NEXT MEETING

The Finance Officer requested any item that the committee wished to be include on the next agenda be forwarded in.

17. UNDISCHARGED RESOLUTIONS

Item was discussed in item 9.

18. DATE AND TIME OF NEXT MEETINGS

Pre-Budget setting discussions are being held on Tuesday 15th October 2019 and Tuesday 12th November 2019 at 7.00pm at the Sandbach Literary Institution, Hightown, full council will be invited to attend. The date of the next meeting of the **Finance, Policy and Governance Committee** is Thursday 14th November 2019 at 7.00pm at the Sandbach Literary Institute