



Meeting (No) **Finance & General Purposes (2)**
Time & Date **26 July 2016 at 6.00pm**
Place **Neston Town Hall**
Document **Minutes**

Present: Councillors Lloyd (Chair), Carter, Jilani, Marlow and Shipman and Miss Duncan (Governance and Operations Manager) and Mrs Mottershead (Finance Manager)

In attendance: Cllrs Chambers and Montgomery

PART 1: Items considered in the presence of the press and public

20 Election of Vice Chairman

RESOLVED to elect Cllr Jilani as Vice Chairman of the Finance & General Purposes Committee to serve until the first meeting of the Finance & General Purposes Committee in the new Council year.

21 Questions and comments from residents: none.

22 Apologies for absence: none.

23 Declarations of Interest: none.

24 Minutes of the last meeting

RESOLVED to approve minutes of the meeting held on 07.06.16. The Chair signed the minutes.

25 Council Manager's Report

Committee vacancy: the Finance & General Purposes Committee vacancies will be considered at the next Council meeting in August.

Assets: following altered terms of reference, Finance & General Purposes Committee will be the custodian of the notice boards, Ladies Day forecourt signs and the pop-up stand. The assets will be considered at the Finance & General Purposes Committee meeting in September.

ALTO card: notification received from Unity Bank advising not to top up the card after 01/08/16 and payments will stop on 31/08/16. The Finance Manager currently investigating alternative options.

26 F&GP Budgets

- a The Committee received the Finance & General Purposes Committee budget. The Finance Manager raised the IT budget as a potential concern, noting that, after deducting regular monthly payments, there will be only £1,450 remaining in the budget.
- b The Committee received the earmarked reserves report and asked that future finance reports indicate whether reserves are committed for existing or future projects.

27 Budget Planning

The Committee noted that budget planning meetings will be held in August.

28 Finance

- a **RESOLVED** to approve expenditure of £15,651.72.
- b The Committee noted the current account income of £1,340.00.
- c The Committee noted the Alto card expenditure of £723.73 net.

Chairman's initials and date

CLL . 20/7/16

29 VAT

The Committee received a VAT update report and noted that methods of collecting VAT relating to markets are currently being investigated.

RESOLVED to approve the setting up of a direct debit instruction to HMRC VAT payments and provide delegated authority to the Council Manager and RFO to allow payments to be made to HMRC during the interim period as required.

30 Alto Card

RESOLVED to provide delegated authority to the Council Manager to make payment transfers from the current account and arrange for the closure of the Alto card account.

31 Mobile Phone - Orange

RESOLVED to approve the closure of the mobile phone contract.

32 Risk Assessments

RESOLVED to approve the risk assessments and action plans for the Finance & General Purposes Committee. The Chair signed the risk assessments.

33 Internal Audit Report

RESOLVED to approve recommendations from the Internal Auditor for the calculation of VAT from 26/2/16 and for the correct treatment of end of year creditors and debtors. The Committee requested that the auditor's recommendations be shared with RBS.

34 Strategic Objectives

The Committee agreed to defer this item until the next meeting.

35 Communication Strategy

The Committee received the report of the Communications Task and Finish Group and agreed to recommend to Council that the following objectives contained within the report be adopted for the Council's communication strategy:

- informing the public about
 - what the Council does;
 - who their Town Councillors are;
 - items to be discussed at Council meetings;
 - what decisions have been made by the Council;
 - the state of the Council's finances;
 - the council's priorities;
 - the council's achievements;
 - events sponsored by the Council;
 - how to contact the Council, its officers and members;
- relaying information relating to the town, its inhabitants and visitors originating with other public bodies, eg CWaC;
- publicising events or activities of third parties sponsored in full or in part by the Council;
- consulting on issues and draft policies before decision-making;
- receiving closed feedback on policies, actions and decisions.

Chairman's initials and date CAJ. 20/9/16

