

LISKEARD TOWN COUNCIL

AT A MEETING of the **FINANCE AND STRATEGY COMMITTEE** held in the Council Chamber at 7.30 pm on Tuesday 22 September 2015 there were present:

The Mayor - Councillor Phil Seeva - in the Chair

The Deputy Mayor, Councillor Jane Pascoe - Ex-Officio

Councillors: Ian Goldsworthy, Rachel Brooks, Lorna Shrubsole, James Shrubsole and Hella Tovar

Town Clerk: Steve Vinson

Minute Clerk: Stuart Houghton

Members of the Public: None

294/15 APOLOGIES

No apologies were received.

295/15 DECLARATIONS OF INTEREST

None.

296/15 MINUTES OF THE FINANCE & STRATEGY COMMITTEE MEETING 28 JULY 2015

The Mayor proposed, Councillor Tovar seconded and the Committee **APPROVED** the Minutes of the Finance and Strategy Committee meeting held on the 28 July 2015. The Mayor signed these Minutes.

297/15 TOWN CLERK'S REPORT - FOR INFORMATION

The Town Clerk's report had been circulated, all items were in the Agenda for this meeting.

298/15 BUDGET REPORT TO 31 AUGUST 2015

The budget report to 31 August 2015 had been circulated and was noted.

Members asked for details of the Neighbourhood Plan grant, Consultancy grant and Consultancy services. The Town Clerk replied that it related to the

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167/15

Community Energy Project, the £9.7k was the first expenditure from the £19.4k grant received. The project was to assess the potential for the use of renewable

energy in the Town. Energy Analysis were looking at pre registering the Guildhall and Foresters Hall before the deadline for pre registration expired.

299/15 PUBLIC PARTICIPATION

No members of the public were in attendance.

300/15 DRAFT FINANCIAL REGULATIONS

The draft regulations had been circulated and an explanation of the differences with the Councils existing regulations made in the Town Clerks report. He explained that some of the new regulations would need the Council to change some of its practices such as in making payments. A suggestion was made that perhaps cheques should be signed by the Chair and Deputy Chair of the Committee which had authorised the work, this would ensure that the reason for the payment would be known by the signatory.

The new regulations were discussed and the following comments made;

- Section 1 no comment
- Section 2 item 2.2, this is an additional requirement that members agreed to Include
Item 2.6, arrangements regarding the internal auditor should be reviewed
- Section 3 item 3.1, three year forecasts would be part of Precept setting
- Section 4 item 4.8, this information would be provided to the Council
- Section 5 item 5.1 this action would be included
Item 5.2, this action would be included, it may require a change to working practices
- Section 6 item 6.2, this will include for petty cash payments
- Section 7 no comment
- Section 8 item 8.5, this Council has an investment policy
- Section 9 no comment
- Section 10 no comment
- Section 11 no comment
- Section 12 no comment
- Section 13 no comment
- Section 14 item 14.2 and 14.5, find a meaning of “tangible moveable property”
- Section 15 no comment
- Section 16 no comment
- Section 17 following comment from the external auditor a consequential risk management plan has been implemented
- Section 18 no comment

Financial Limits

The Town Clerks report showed the difference between the existing and proposed Financial Limits, Members considered and recommended that the

following Financial Limits should be included in the revised Financial Regulations.

Section 1	item 1.14	£10k
Section 4	item 4.1	Authority to spend required by the Council for items over £10k by the Property Committee for items over £2.5k other Committees for items over £1k
	item 4.5	Authority to spend for emergency works the Clerk and Chairman of Committee up to £4k
Section 5	item 5.5c	Clerk to transfer funds between accounts up to £10k
	Item 5.8	Council to ratify all capital and revenue items over £5k
Section 6	item 6.18	Clerk to be authorised for debit card use over £500
	item 6.22	Petty cash held to £300 maximum
Section 10	item 10.2	RFO has delegated authority to order goods up to £500
Section 11	item 11.1a)v	Clerk authorise additional auditor fees to £500 Clerk and Mayor/Deputy Mayor for additional audit fees over £500
	Item 11.1b	three tenders required for contracts over £60k
	Item 11.1f	if less than three tenders received or they are the same £60k
	Item 11.1h	three quotations required for items over £3k but below £60k, Three estimates required for items over £100 but below £3k.
Section 14	item 14.2	no property to be disposed of without Council consent unless it is below £250

The Mayor proposed, Councillor J. Shrubsole seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council **ADOPT** the Financial Regulations with the above changes.

301/15 GRANT APPLICATION

An application for a grant had been received from CHICKS, they provide respite care and had helped five persons from Liskeard last year.

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169/15

The Mayor proposed, Councillor Brooks seconded and the Committee **RESOLVED** to award a grant of £250 to CHICKS.

302/15 AIMS AND OBJECTIVES

Councillor Brooks explained the need to progress this item to ensure that the requirements would be included in the autumn budget setting. The Council had received feedback from the consultation made at the Liskeard Show, responses to the questionnaire in the Town Crier and on line via Survey Monkey. She suggested that the Committees use the survey information when deciding their priorities.

Councillor Brooks proposed, Councillor Tovar seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council **ADOPT** the Aims and Objectives that had previously been circulated.

Councillor Brooks proposed, Councillor Goldsworthy seconded and the Committee **RESOLVED** to **RECOMMEND** to Council that Committees include the discussion and appraisal of their allocated Aims and Objectives in their programme to ensure that, where necessary, they can be included in the forthcoming Budget Setting.

303/15 ANY OTHER RELEVANT BUSINESS

The Town Clerk said that he had received a letter from the Liskeard Lights Up Committee.

Councillor Goldsworthy declared an interest in this organisation and left the meeting at 2054.

The Town Clerk read the letter to the Committee; the Mayor suggested that a member of the Lights Up Committee be invited to address this Committee next month.

Councillor Goldsworthy was asked to rejoin the meeting at 2058.

304/15 DATE OF NEXT MEETING

The next Finance and Strategy Committee meeting would be at 7.30 pm on 27 October 2015

305/15 PART II - PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The Mayor proposed, Councillor J. Shrubsole seconded and the Committee **RESOLVED** that;

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170/15

Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, it was proposed by the Mayor and seconded by Councillor Goldsworthy that the Council **RESOLVED** that the Press and Public be excluded from the meeting for the following item of Business.

1. To receive the Minutes of the Confidential section of the Finance Committee meeting held on Tuesday 28 July 2015.

306/15 PART II

The Mayor proposed, Councillor Tovar seconded and the Committee **RESOLVED** to accept the recommendations made in closed session to;

note the Confidential Minutes of the previous meeting of the Finance Committee.