

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY 14th January 2016

PRESENT

Councillors

Mrs S Akers Smith
Mrs D S Allen
J G Baggott
R Boston
C Booth
Mrs. S A Holland
Mrs. A E Morrison
Mrs. J D Parry (Vice)

1. APOLOGIES

Apologies for absence were received from Cllrs N Adams, P Bates and G R Edwards.

Apologies were also received from Cllrs Mrs. E Wardlaw and G S Williams who are not members of this particular Committee.

2. MINUTES

FAP/42/1516 RESOLVED that the Minutes of the Meeting of the Committee held on 26th November 2015 be agreed and signed by the Chairman.

3. DECLARATIONS OF INTEREST

Members are requested to declare both "pecuniary" and "non-pecuniary" interests as early in the meeting as they become known.

Cllr J G Baggott declared a non-pecuniary interest in any matters related to Cheshire East Council.

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. GRANT APPROVALS AND COMMITMENTS 2015-16

A summary of grant approvals and commitments was considered by the Committee and it was noted that £6,732 is available for grants in 2015-16.

FAP/43/1516 RESOLVED that the grant summary be received.

6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

FAP/44/1516 RESOLVED that:-

i. GR 15/1516 – Congleton Harriers

A grant of £250 be approved.

7. NEW GRANT ACTIVITIES MONITORING FORMS

It was noted that a Grant Activities Monitoring form had been received from Team Congleton Ltd.

8. MANAGEMENTS ACCOUNTS FOR NOVEMBER 2015

FAP/45/1516 RESOLVED that the Managements Accounts for November 2015 be received and a virement of £2,000 from budget vehicle fuel to vehicle maintenance be approved.

9. BANK RECONCILIATION

FAP/46/1516 RESOLVED that the bank reconciliation for 30th November 2015 be received.

10. LIST OF PAYMENTS

FAP/47/1516 RESOLVED that the Payments List between 1st November 2015 and 30th November 2015 be received.

11. COUNCIL TAX SUPPORT GRANT

Correspondence from Cheshire East Council confirming that the Council Tax Support Grant would not be completely phased out until next year, 2017, was considered.

FAP/48/1516 RESOLVED that the correspondence be received and changes to the Council Tax Support Grant be noted.

12. TAX BASE 2016-17

Notification of the Tax Base for 2016-17 was provided by Cheshire East Council.

FAP/49/1516 RESOLVED that notification of the Tax Base for 2016-17 be received.

13. VALE ALLOTMENTS

A report on the current situation in respect of the campaign to keep Vale Allotments was provided By Peter Aston and considered by the Committee.

FAP/50/1516 RESOLVED that:-

1. The report be received.
2. The funding of £2,000 ear marked to support the purchase of Vale Allotments be released back into money available for grants.

14. SHOPMOBILITY

A request from Congleton Shopmobility for funding of £3,000 was considered by the members.

FAP/51/1516 RESOLVED that:-

1. No financial contribution can be granted at this stage as there is insufficient information.
2. An up to date set of accounts is required.
3. Recommend that Shopmobility affiliate to the National Body, then apply to Cheshire East Council for funding.
4. That a Working Group be set up to determine how to move this matter forward.

15. NATIONAL INSURANCE

Notification from the Department of Work and Pensions confirming the employer increase in National Insurance contributions of around 1.4% of earnings was considered.

FAP/52/1516 RESOLVED that the correspondence be received and increase in National Insurance contributions noted.

16. INTERNAL AUDIT REPORT

The Internal Audit Report for 2015-16 (First Interim) was considered. It was noted that there were no corrective actions required, but, the auditor did refer to a need to change the Financial Regulations due to a change being recommended by NALC on contractual work in excess of £25,000.

FAP/53/1516 RESOLVED that the report be received and observation noted.

17. INTERNAL AUDIT REVIEW

A report reviewing the current status and competency of the Internal Auditor was considered.

FAP/54/1516 RESOLVED that Auditing Solutions Ltd be appointed as Internal Auditors for the financial year 2016-17.

18. CONTRACT REGULATIONS

As a consequence of a recommendation from the Internal Auditors a briefing document was obtained from NALC outlining a need to change Financial Regulations for the procurement of public works contracts in excess of £25,000.

It was noted that NALC have yet to provide appropriate wording for this new procedure.

FAP/55/1516 RESOLVED that Financial Regulations be amended when NALC update their financial regulations.

19. CORPORATE BUSINESS PLAN

The Corporate Business Plan for 2016-17 was considered for the Committee.

FAP/56/1516 RESOLVED that the Corporate Business Plan 2016-17 be approved and adopted.

20. MEDIUM TERM FINANCIAL STRATEGY 2016-20

The Medium Term Financial Strategy covering the year from 2016-20 was considered.

FAP/57/1516 RESOLVED that the Medium Term Financial Strategy be received and approved.

21. BUSINESS RISK ASSESSMENT

The Business Risk Assessment for 2016 outlining the various risks that the Town Council is exposed to and the likelihood of the risk occurring and the severity of its impact was considered.

FAP/58/1516 RESOLVED that the Business Risk Assessment for 2016 be received and approved.

Mrs. J D Parry
Vice Chairman