

## CONGLETON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY 29<sup>th</sup> May 2014

#### **PRESENT**

Councillors

P Bates  
G Baxendale  
G R Edwards (Chairman)  
Mrs. S A Holland  
Mrs. A M Martin  
D Murphy (Town Mayor)  
D A Parker  
Mrs J D Parry (Vice Chairman)  
N T Price

#### **1. APOLOGIES**

Apologies for absence were received from Cllrs R I Brightwell and D T Brown.

Apologies were also received from Cllrs Ms. L Bours, J S Crowther, G P Hayes, Mrs. E Wardlaw and G S Williams who are not members of this particular Committee.

#### **2. MINUTES**

**FAP/01/1415 RESOLVED** that the Minutes of the Meeting of the Committee held on 27<sup>th</sup> March 2014 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 G Baxendale declared a non-pecuniary interest in any matters relating to Cheshire East Borough Council.

Cllr P Bates declared a non-pecuniary interest in item 6 (iii) and 6 (vi) and left the room when 6 (vi) was discussed.

Cllr G Edwards declared a non-pecuniary interest in item 6 (vi) and abstained from voting on this issue.

#### **4. OUTSTANDING ACTIONS**

There are no outstanding actions.

**5. GRANT APPROVALS AND COMMITMENTS 2014-2015**

A summary of grant approvals and commitments was considered by the Committee and it was noted that £17,894 is available for grants in 2014-15.

**FAP/02/1415 RESOLVED** that the grant summary be received.

**6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE**

**FAP/03/1415 RESOLVED** that:-

**1. GR 1/1415 – Port Vale Community Trust**

A grant of £250 be approved.

**2. GR 2/1415 – Macclesfield & Congleton District Scouts**

A grant of £250 be approved to be used to fund the trip.

**3. GR 3/1415 – Congleton Harriers**

A grant of £250 be approved with the proviso that the Town Council can nominate a charity.

**4. GR 4/1415 – Congleton Jazz and Blues Festival**

A grant of £500 be approved.

**5. GR 5/1415 – Cheshire & Shropshire Immediate Care Group (CSI Basics)**

A grant of £1000 be approved.

**6. GR 6/1415 – Congleton Carnival and Fun Day**

Approved that the Town Council underwrite any shortfall in funding up to a maximum value of £7,500.

**7. NEW GRANT ACTIVITIES MONITORING FORMS**

There are new Grant Activities Monitoring forms.

**8. LETTER OF THANKS**

A letter of thanks was received from the SOL Theatre Summer School for the grant provided.

**9. MANAGEMENT ACCOUNTS FOR APRIL 2013 – MAR 2014**

**FAP/04/1415 RESOLVED** that the Management Accounts for March 2014 be received.

## **10. SAFEGUARDING PUBLIC MONEY**

The Committee considered the paper on Safeguarding Public Money in respect of issuing a Town Council credit card.

### **FAP/05/1415 RESOLVED that:-**

1. The Town Council to be issued with a credit card for use by the Town Clerk and RFO (Responsible Financial Officer) only.
2. Changes to Financial Regulations to accommodate this are approved as stated below:
  - 5.5 *When ordering goods on the internet, a Council credit card can be used by the Town Clerk or RFO (Responsible Financial Officer) only. Such purchases are limited to £200 in any one transaction. Purchases in excess of £200 can only be made in the presence of a Councillor signatory who will countersign the purchase order printed off.*
  - 5.6 *The Council credit card will have a limit of £1,000 in a calendar month, with balances being cleared at the end of each month. Credit card statement to be countersigned by two Councillor Signatories.*
3. Bank reconciliation document to be presented to the Committee in the future for approval.

## **11. ASSET REGISTER**

The committee considered the updated Asset Register for 2013-14.

### **FAP/06/1415 RESOLVED that:-**

1. The Asset Register be approved.
2. Staff to be congratulated for producing a very comprehensive document.

## **12. ANNUAL RETURN, ANNUAL GOVERNANCE STATEMENT AND ANNUAL ACCOUNTS 2013-14**

The Annual Return, Annual Governance Statement and Annual Accounts for 2013-14 were considered by the Committee.

### **FAP/06/1415 RESOLVED that:-**

1. The Annual Governance Statement for 2013-14 be approved.
2. The Annual Accounts for the year ended 31<sup>st</sup> March 2014 be approved.

Mr. G.R. Edwards  
Chairman