**MINUTES OF A MEETING OF THE**

**FINANCE & GENERAL PURPOSES COMMITTEE**

**Held on Friday 29th January 2016**

Present: Councillor B Smith – Chairman

Councillor Mrs P Mayne – Vice-Chairman

Councillor Mrs E Blezard

Councillor Mrs H Jones

Councillor B Mayne

Councillor Mrs C Moran

Councillor R Seal

Councillor A Wassell

**22. Welcome and Apologies.**

The Chairman welcomed everyone to the meeting. Members’ apologies for their inability to attend were recorded in the apology book.

**23.** **Members Declarations of Interest.**

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item(s) in which they had an interest.

There were no declarations made.

**24.** **Public Bodies (Admission to Meetings) Act 1960.**

There were no items of a confidential nature from which the public and press were required to be excluded.

**25. Minutes**

RESOLVED that the minutes of a meeting of the Finance & General Purposes Committee held on Thursday 28th October 2015 (Minute Numbers 10-21; Page Numbers 4-7) be received and the contents contained therein be approved.

**26. Minutes of Staffing Sub-Committee**

RESOLVED that the minutes of the Staffing Sub-Committee held on Monday 18th January 2016 (Minute Numbers 12-19; Pages 14-16) be received and the contents contained therein be approved.

**27. Budget Review 2015-2016**

The Town Clerk circulated a written report along with a financial report which set out the budget position and year to date for the 2015/16 financial year.

Each of the budget headings was reviewed and an indication of the out turn figure for the end of the financial year was provided.

It was anticipated that there would be an increase in the general reserve of around £15,000 by the end of the financial year. This was due to savings being achieved across many budget headings and the elections budget being unused.

RESOLVED that the report be received and the contents noted.

28**. Insurance Review**

The insurance policy and levels of cover were reviewed alongside the Risk Management Assessment.

RESOLVED that the insurance be renewed with Zurich Municipal for a period of five years including enhanced personal accident cover and cover for money.

**29. Allotment Works (2015/16)**

Members considered quotes for planned maintenance on various allotment sites. All works were within the current budget allocation.

RESOLVED that the works be agreed and that:

i) Fencing (40m) be installed at Wentworth Terrace Allotment by SDM Tree Services at a cost of £2640 (subject to any additional groundworks required upon commencement)

ii) The mound at Wentworth Terrace Allotment be cleared by Abutilon Property Maintenance at a cost of £360.00.

iii) Rubble at Ellins Terrace (Site 2) be cleared at a maximum cost of £600.00 including skip hire. Contractor to be selected following consultation with the Chairman of Finance and Allotments Committee.

**30. Grounds Maintenance (2016/17)**

Members considered quotes for the grounds maintenance at Woodhouse Community Centre and Norwood Street. Members felt that a higher level of service would be a benefit to the community centre.

RESOLVED that the grounds maintenance contract for Woodhouse Community Centre and Norwood Street be awarded to Abutilon Property Maintenance at a cost of £1,520.00.

**31. Employers National Insurance Changes**

A report was circulated detailing the changes to employers National Insurance which mean an increase in the amount payable by the Town Council. An increased budget had been included in the budget for the 2016/17 financial year.

RESOLVED that a report on the changes to the Contracting-Out scheme which affects Employers National Insurance be received and noted.

**32. Woodhouse Community Centre – Hire Charges**

Members considered the usage and hire charges for the Woodhouse Community Centre by Gemini Kickboxing. Their support and assistance over the years that they have been users of the building was noted.

RESOLVED that the rent be increased to £1,250.00 in 2016/17, £1,500.00 in 2017/18 and £1,750.00 in 2018/19.

**33. Budget 2016/17**

A draft budget was circulated for the 2016/17 financial year and members gave consideration to the work of the Council over the coming year.

RESOLVED that a budget of £245,956 be agreed for the 2016/17 financial year with budgeted income of £17,750 leaving a shortfall of £228,215.

In addition, the £2,485.61 funding received from Normanton Kids Group would be ring-fenced for providing small grants to organisations working with children and young people within our area

**34. Precept**

Members considered the impact of the budget on the precept and gave consideration to the increased reserve predicted for the current financial year.

RESOLVED that the precept be set at £215,000 which represents a 1.95% increase. The remaining balance of £13,215 will be taken from general reserves.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.