**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE**

**Held on Monday 6th February 2017**

Present: Councillor Mrs E Blezard

 Councillor F D Jones

 Councillor B Mayne

 Councillor Mrs A Moran

 Councillor Mrs C Moran, BEM

 Councillor R Seal

 Councillor B Smith – Chairman

 Councillor A Wassell

1. **Welcome and Apologies.**

 The Chairman welcomed everyone to the meeting. Apologies from members for their inability to attend were recorded in the apology book.

**44**. **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 have an interest.

The following declarations were made:

Item – Small Grants

Councillor Mrs E Blezard

Non Pecuniary Interest

Member of Alice Bacon Trust

Councillor F D Jones

Non Pecuniary Interest

Member of NASCA

Councillor Mrs A Moran

Non Pecuniary Interest

Member of NASCA

Councillor Mrs C Moran

Non Pecuniary Interest

Member of Alice Bacon Trust, NASCA, Normanton Methodist Church and Normanton Talking Newspaper.

Councillor B Smith

Non Pecuniary Interest

Member of NASCA and Normanton Methodist Church.

**45.** **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.

**46. Minutes**

RESOLVED that the minutes of a meeting of the Finance & General Purposes Committee held on Wednesday 23rd November 2016 (Minute Numbers 29-42; Page Numbers 13-18) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs E Blezard / Seconded by Councillor R Seal)

**47. Small Grants and Youth Activity Fund**

 RESOLVED that the following Small Grants be awarded:

|  |  |
| --- | --- |
| 5 Towns Musical Theatre Society | £275.00 |
| Alice Bacon Trust | £250.00 |
| Altofts Welfare Bowling | £300.00 |
| Day Opportunities | £230.00 |
| Friends of Altofts Library | £483.50 |
| NASCA | £295.00 |
| Normanton Knights | £500.00 |
| Normanton Methodist Church | £500.00 |
| Prince of Wales Hospice | £420.62 |
| Spectrum Drama Group | £150.00 |
| St Johns Cricket Club | £500.00 |
| Talking Newspaper | £500.00 |
| Friends of Haw Hill Park (Awarded in September) | £500.00 |
| TOTAL | £4904.12 |

 There was a balance of £95.88 which was reserved for a dance group whose application was not quite finalised.

 RESOLVED that the Town Clerk be given delegated authority to award this payment provided that the paperwork was in order by the end of March.

 RESOLVED that the following Youth Activity Fund grants be awarded:

|  |  |
| --- | --- |
| 5 Towns Musical Theatre Society | £100.00 |
| Children of Normanton Support Team | £100.00 |
| Friends of Haw Hill Park (Awarded in September) | £500.00 |
| TOTAL | £700.00 |

 The balance on the Youth Activity Fund of £1,785.61 would be carried forward to the new financial year.

**48. Budget Review 2016/17**

The Town Clerk circulated a budget report which highlighted any areas for concern on the performance of the budget in the current financial year.

During the year there had been an increase in the Elections earmarked reserve of £10,000 and in the Town Hall earmarked reserve of £40,000 which had reduced the general reserve to £133,219. It was anticipated that there would be a small increase in the general reserve by the end of the year.

It was reported that the general reserve was adequate for the budget and precept level of the Council.

All budget heads were performing well with the exception of the Woodhouse Community Centre which had needed a series of maintenance issues addressing over the last 12 months. This has been a result of the increased usage of the building and budgets would be adjusted to reflect these cost increases in the new financial year. It was also noted that income from the centre was higher than anticipated for this stage in the year.

RESOLVED that the report be received and the contents noted.

**49. Staffing Report**

 The Town Clerk circulated a report on the staffing structure and highlighted a number of concerns. Members felt that a full staffing review was required before any final decisions could be made on the staffing situation.

 Members were supportive of keeping on the Admin Officer, Helen Senior and suggested that her contract should be issued for 12 months and reviewed as part of the restructure.

 RESOLVED that a full staffing review be undertaken and that Helen Senior be appointed as Admin Officer at Scale 11-14 for 22.5 hours per week on a 12-month temporary contract.

**50. Town Hall**

 A business plan was circulated for the future management of Normanton Town Hall. Members felt that it was important to protect the Town Hall for the future generations of the town and felt that the Town Council were best placed to manage the facility for the benefit of the community.

 Members discussed the options for financing the transfer of management of the Town Hall and felt that the only viable option was to increase the precept and obtain a loan to undertake the refurbishment works.

 RESOLVED that Normanton Town Council take over the future running of Normanton Town Hall and all associated costs.

**51. Budget 2017/18**

 A five-year budget report was circulated which included the additional costs of managing Normanton Town Hall. There were also additional costs included for staffing, website and pension. The five-year plan was based on a 2% increase across all budget headings and also included an estimated increase in the Council Tax Base of 2% per year.

 The budget utilised the existing £40,000 earmarked reserve for the Town Hall to limit the impact of any precept increase across the first four years. It was also felt that if grant funding could be obtained for some of the Town Hall refurbishment work then this would also mitigate any increases. After the initial precept increase to accommodate the transfer of the Town Hall, any future precept increases would be limited to 2%.

 The budget for the 2017/18 financial year was £299,916 with income budgeted at £17,060. This left a budget shortfall of £282,856 which was to be made up of a combination of precept and the utilisation of earmarked reserves.

 RESOLVED that the report be received and the contents noted and that the budget for 2017/18 be set at £299,916.

**52. Precept 2017/18**

 RESOLVED that the recommended precept for the 2017/18 financial year would be £265,000. This represents an increase of 20.78% which is an additional £7.64 on a Band D property and £5.09 on a Band A property.

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