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

**Held on Wednesday 24th May 2017 at 2:00pm at Normanton Town Hall**

Present: Councillor Mrs E Blezard

 Councillor F D Jones

 Councillor Mrs H W Jones

 Councillor B Mayne

 Councillor Mrs P Mayne – Vice-Chairman

 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.

**2**. **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.

There were no declarations made.

**3.** **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.

**4. Minutes**

RESOLVED that the minutes of a meeting of the Finance & General Purposes Committee held on Friday 31st March 2017 (Minute Numbers 53-62; Page Numbers 24-26) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor B Smith / Seconded by Councillor B Mayne)

Matters Arising:

Minute 59 – Desk Mats

The desk mats purchased from Amazon were not as described and damaged and were therefore returned. A quote had been obtained for desk mats from our stationary supplier at £183.08. There was no specific budget for this

purpose and it was therefore agreed to use the miscellaneous cost centre within the Administration budget.

RESOLVED that 23 desk mats be purchased from D3 Office Group at a cost of £183.08.

**5. Budget Review 2016/17**

The Town Clerk circulated a written report on the budget and explained all variances above 15%.

It was reported that the original budget had been set with a deficit of £21,415 and it was pleasing to note that a budget saving of £854 had been achieved.

There had been budgetary savings on elections, special projects and administration which had offset smaller overspends and unbudgeted expenditure in other areas.

Budgeted Expenditure £255,065

Actual Expenditure £234,930

Savings on Expenditure £20,135

Budgeted Income £233,650

Actual Income £235,784

Additional Income £2,134

Net Expenditure over Income £854 Surplus

RESOLVED that the report be received and the contents noted.

**6. Annual Return**

The Town Clerk circulated copies of the annual return submission for members’ consideration. It was reported that the internal auditor had signed off the accounts and was satisfied with the way they had been prepared. It was reported that there had been a need to change the final submission date due to the date of the Town Council meeting. This had also meant that the date for the exercise of public rights had also been altered. This had been communicated to the external auditors as requested.

Members were satisfied with the Annual Return and Audit paperwork and expressed their appreciation to the Town Clerk for her hard work in preparing the accounts.

RESOLVED that the report be received and that Annual Return be recommended to Council for approval in June 2017.

**7. Document Retention Policy**

The Town Clerk circulated a document retention policy which set out how long certain documents would be kept.

Agendas 2 years

General Filing 5 years

Tenancy Agreements 5 years after termination

Financial records 6 years plus current

Human resources 6 years plus current

Minutes To be kept forever

Minutes and documents of historical importance would be archived after 20 years.

RESOLVED that the report be received and the Document Retention Policy be approved.

**8. Small Grants Scheme**

A request had been received from Day Opportunities for permission to spend the remaining £30.02 from their grant to buy plants for Robins Garden.

Members asked for further information on the future upkeep of Robin’s Garden now that the Alice Bacon Centre had closed.

RESOLVED that the request be approved.

**9. Community Infrastructure Levy**

It was reported that £59.07 had been received however no further documentation had been received. This would be ring fenced within the budget and must be spent within five years.

Members asked if a schedule could be provided detailing which properties the levy had come from and what the total levy charge was.

RESOLVED that the report be received and the contents noted.

**10. Youth Activity Fund Update**

It was reported that the Youth Activity Fund had not been publicly advertised due to the elections but could be advertised in June. One application had been received already.

It was suggested that with permission of Normanton Kids Group, some funding could be used to provide a disabled swing at Haw Hill Park. Members asked if the plans for Haw Hill Park had been finalised and what disabled facilities were available.

The Town Clerk was asked to contact Chris Saddler as soon as possible to see if this could be incorporated.

RESOLVED that the report be received and the contents noted.

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