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

**Held on Wednesday 31st January 2018 at 11:00am at Normanton Town Hall**

Present: 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 A. Wassell

**34. Welcome and Apologies**

In the absence of the Chairman, the Vice-Chairman chaired the meeting.

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

**35**. **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.

**36.** **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.

**37. Minutes**

RESOLVED that the minutes of a meeting of the Finance and General Purposes Committee held on Wednesday 29th November 2017 (Minute Numbers 26-33; Page Numbers 10-13) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor F.D. Jones / Seconded by Councillor Mrs H.W. Jones)

**38. Budget 2018-2023**

The Town Clerk circulated a proposed budget for the next five years from 2018-2023. The budget allowed for a minimal 2% increase across most budget headings however there were some areas which required a higher increase. These areas included staffing costs which were anticipated to be higher than 2% due to incremental increases, increases in minimum wage and a proposed cost of living increase which was currently being negotiated.

There was also additional expenditure for Legal fees for the transfer of the Town Hall, costs associated with the implementation of GDPR and increased running costs at the Woodhouse Community Centre.

It was suggested that the telephone costs at the Woodhouse Community Centre should be reviewed to see if further savings can be made.

Members suggested that all Town Council fees should be reviewed in an attempt to increase revenue.

This budget proposal had resulted in an increase in budgeted expenditure of £17,853 to £319,555.88. Budgeted income had increased by £549.60 to £17,609.60.

This left a shortfall of £301,946.28 for the 2018/19 financial year.

RESOLVED that the budget proposals for 2018/19 be received and kept under review.

**39. Precept**

Members considered a report with a variety of options for the precept over the next five years.

It was anticipated that the Council tax base would increase by 1.8% per year.

Members were mindful of the significant increase on the precept for the running of the Town Hall in 2017 and felt that any precept increase should be kept to a minimum and that reserves should be used to offset any increases over the next five years.

The proposals set out an initial increase for 2018/19 followed by minimal increases of less than 2% until 2023 based on the current budget forecasts.

RESOLVED that the precept for 2018/19 be recommended to Council at £280,300 which represents an increase of 4.98%.

**40. General Data Protection Regulation**

The Town Clerk provided an update for members on GDPR and advised that the Town Clerk is unable to act as Data Protection Officer. This is something that may need to be outsourced and there may be an opportunity for joint working with other local councils.

RESOLVED that the report be received.

**41. Small Grants Scheme**

Members considered a variety of Small Grant applications.

RESOLVED that the following grants be approved:

1. Alice Bacon Memorial Trust £425.00;
2. Altofts Community Sports Foundation £470.00;
3. Friends of Lee Brigg School PTA £470.00;
4. Meet ‘N’ Eats Diner £270.00;
5. Normanton FC £270.00;
6. Normanton Knightingale Cheerleaders £475.00;
7. Normanton Knights ARLFC £470.00;
8. Normanton Musical Theatre Society £255.00;
9. Normanton Sports Acro £470.00;
10. Normanton St John Junior Cricket Club £470.00;
11. Spectrum Childrens Drama Group £270.00;
12. Talking Newspaper £270.00;
13. The Prince of Wales Hospice £415.00;
14. Normanton Methodist Church Defibrillator Appeal - £250.00.

**42. Youth Activity Fund**

Members considered two applications for the Youth Activity Fund.

RESOLVED that the following grants be awarded, leaving a balance of £1585.61:

1. Normanton Musical Theatre Society £100.00
2. Haw Hill Park Bowling Club £100.00

**43. Grounds Maintenance – Norwood Street and Woodhouse Centre**

Members considered quotes for grounds maintenance at the two Town Council sites.

RESOLVED that the grounds maintenance contract for 2018/19 be awarded to Abutilon Property Maintenance at a cost of £860.00 for Norwood Street and £780.00 for Woodhouse Centre.

**44. Freeston Prize Presentation**

Members considered the level of support available for the Freeston Prize Presentation.

RESOLVED that £50 would be awarded from the 2018/19 Donations budget.

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