**MINUTES OF THE FINANCE COMMITTEE**

**Held on Friday 31st May 2019 at 11:00am 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

Councillor Mrs A. Moran

Councillor A. Wassell

Councillor K. Wilson, JP

**Absent:** Councillor Mrs C. Moran, BEM, Councillor R. Seal

**1. Welcome and Apologies**

The Chairman welcomed everyone to the meeting. Members apologies were received, and reasons approved on behalf of Councillor Mrs C. Moran, BEM and Councillor R. Seal.

**2. Members Declarations of Interest**

Members were reminded to declare an interest on any item on the agenda in which they had an interest which was not already declared on their register of interests form.

There were no declarations made.

**3. Minutes**

RESOLVED that the minutes of a meeting of the Finance & General Purposes Committee held on Friday 25th January 2019 (Minute Numbers 25-40; Pages 8-12) be received and the contents contained therein be approved.

(Proposed by Councillor B. Mayne / Seconded by Councillor Mrs H.W. Jones)

**4. Budget Review**

A written report on the budget for the 2018/19 financial year was circulated and discussed in detail.

Members were satisfied with performance against budget during a difficult year in terms of staffing uncertainty.

RESOLVED that the budget review for the 2018/19 financial year be approved and that:

1. The Allotments Earmarked Reserve be increased by £5,000 to £15,000;
2. The Town Hall Earmarked Reserve be increased by £39,000 to £99,000;
3. The General Reserve be maintained at around 6 months operating income in line with JPAG guidelines on Governance and Accountability;
4. The fidelity guarantee be maintained at its current level of £500,000.

**5. External Audit Submission**

The External Audit submission for the 2018/19 financial year was circulated prior to formal approval at Council.

RESOLVED that the External Audit submission be approved and recommended for approval at Council.

**6. Youth Activity Fund**

A report was circulated on the Youth Activity Fund which was coming to an end.

There was £185.61 remaining from the funds which were provided by Normanton Kids Group.

RESOLVED that the report be received and that:

1. A grant of £100 be awarded to Newlands School for football kits;
2. A grant of £85.61 be awarded to Friends of Haw Hill Park for children’s activities in the park;
3. The Youth Activity Fund be closed;
4. A full report of expenditure be sent to Normanton Kids Group for their information.

**7. Risk Management Assessment**

The Risk Management Assessment was reviewed, and one change suggested:

Employer Liability – Safety of staff and visitors – wording changed from Council Offices to Council premises.

RESOLVED that the Risk Management Assessment be approved subject to the amendment outlined above.

**8. Computer Upgrades**

A report was presented on the need for additional computer RAM and an upgrade to the antivirus software.

RESOLVED that 4GB RAM be installed in each computer by Blue Logic totalling £176.00 and that ESET antivirus software be upgraded at a cost of £110.00 plus £2.00/m

**9. Councillors Email Addresses**

A report was presented on the need for Town Council email addresses for Councillors due to new GDPR rules.

It was agreed that Councillors should not be using their personal email addresses for Council business.

It was suggested that Councillors should be contacted to see what level of interest there would be prior to an order being placed.

It was noted that the cost would be £36.00 per person per year.

RESOLVED that the report be received and noted and that:

1. A letter be sent to Councillors to enquire who would like a Town Council email address;
2. Accounts be set up as required at a cost of £36.00 per year;
3. Set up costs of £110.00 be approved with Blue Logic.

**10. Website**

A report was presented on the costs and recommendations for the website following new guidelines from government.

A number of changes to the website were agreed initially and further updates would be required in the future in order to comply with the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018.

RESOLVED that the report be received and the contents noted and that:

1. The business database be removed at a cost of £855.00;
2. The Talking Newspaper recordings be removed;
3. The website be managed by Multi-Web Services at a cost of £29.30 per week.

**11. Review of Fees and Charges**

A report was circulated on the fees and charges for all Town Council services.

Members discussed the report in detail and made a small number of changes.

RESOLVED that the report be received and the contents noted and that:

1. The Norwood Street Garage rent be increased by £1/yr for the next five years with 12m notice being given in 2020.
2. The allotment rents be increased by £1/yr for the next five years with 12m notice being given in 2020.
3. Town Hall Admin Fee be increased to £15.00;
4. Tea and coffee be increased to £1.00 per person
5. Tea, Coffee and biscuits be increased to £1.50 per person.

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