**MINUTES OF A MEETING OF THE**

**FINANCE & GENERAL PURPOSES COMMITTEE**

**Held on Wednesday 18th May 2016**

Present: Councillor B Smith – Chairman

Councillor Mrs P Mayne – Vice-Chairman

Councillor Mrs E Blezard

Councillor F D Jones

Councillor B Mayne

Councillor Mrs C Moran

Councillor R Seal

Councillor A Wassell

**1. Welcome and Apologies.**

The Chairman welcomed everyone to the meeting. Members’ apologies 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 had an interest.

 The following Declarations were made:

Councillor Mrs E Blezard

Non Pecuniary Interest

Normanton Kids Group Funding – in discussions over the possible use of the funding for a children’s fairy garden project.

**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 29th January 2016 (Minute Numbers 22-34; Pages 8-11) be received and the contents contained therein be approved.

(Proposed by Councillor Mrs C Moran / Seconded by Councillor Mrs E Blezard)

**5. Budget Review 2015-2016**

A written report was circulated along with the year-end budget summary. The report indicated that savings had been achieved in almost every budget with the exception of the Woodhouse Community Centre which had incurred additional expenditure following the appointment of a cleaner and some repairs that have been carried out to facilitate an increased use of the building.

Overall the Town Council had saved £21,110 against budgeted expenditure which has resulted in an increase in the general reserve of £20,808.

With this increase in reserves the Committee gave consideration to increasing the earmarked reserve for Elections and creating a new Earmarked Reserve for the Town Hall.

Because of the increased balances it was recommended that the Fidelity Guarantee should be reviewed to cover the balance plus the first instalment of the precept. It was suggested that a figure of £315,000 would be adequate.

RESOLVED that

i) the budget report be received;

ii) that the Earmarked Reserve for Elections be increased by £5,000;

iii) a new Earmarked Reserve for the Town Hall be created in the sum of £40,000;

iv) the Fidelity Guarantee be increased to £315,000.

**6. Annual Return**

The Annual Return comprising the Annual Governance Statement, Annual Accounting Statements and Annual Internal Audit Report were circulated. These would be referred to the next meeting of Council in June for formal approval.

RESOLVED that the Annual Return be received and the contents noted.

**7. Normanton Kids Group Funding**

It was reported that the Town Council had received £2,485.61 from Normanton Kids Group which was to be used for making grants of up to £100 to local groups working with young people.

Members were asked to consider the application criteria and proposed the following:

Name: Youth Activity Fund

Age Group: Under 18 (25 with additional needs)

Application frequency: Twice per year

Who can apply for funding:

 Charities working with young people

 Voluntary organisations working with young people

 Recreational/sporting groups working with young people

 Special Interest groups working with young people

 School PTA or Friends of groups

 Churches

Location criteria:

 Groups based and working in Normanton and Altofts

Groups working in Normanton and Altofts but based elsewhere

Groups outside the area that are open to young people from Normanton

What can be funded:

Arts and crafts materials

Activities outside the Town Council area

Activities inside the Town Council area

Sports equipment

Refreshments

Stationery / Printing

Advertising

Purchase of specialist equipment

Events

Supporting Information required:

Constitution or governing document

Safeguarding Policy

Child Protection Training

CRB/DBS Checks confirmation

Risk Assessment for the project

Public Liability Insurance

Numbers of young people attending on a weekly/monthly basis

Income & Expenditure for last twelve months

Amount of free reserves available

Charges made to young people to take part

Quotes for items to be purchased

RESOLVED that the application criteria above be approved and the name of the fund be the Youth Activity Fund.

**8. The Well Project – Funding Request**

A report was circulated highlighting the difficult financial situation at The Well Project. Members felt that it was a very worthwhile project which provided a lot of support to members of the community and would not want to see it close.

Members were supportive of providing some financial support in principle but would not provide funding for wages. The Chairman of The Well had indicated that if the Town Council were to provide financial support then they could have representation on the board of Trustees. It was suggested that the matter should be discussed in more depth once the main fundraiser returns to work and after the meeting with Yvette Cooper which had been arranged for June.

RESOLVED that the Council support the proposal to provide funding in principle and that the matter be discussed further after the meeting in June.

**9. Defibrillator**

Following a presentation at Council earlier this year, members wished to purchase a Defibrillator to be located on the outside of the Town Hall. Wakefield MDC had offered to pay for the electrical installation and had given their provisional consent to install it on the Town Hall. The Defibrillator and cabinet would cost £1,545.00 and there was no budget allocated for this purchase.

RESOLVED that the Defibrillator and cabinet be purchased at a cost of £1,545 from the General Reserve.

**10. Woodhouse Community Centre – Hygiene Services**

Members considered quotes for Hygiene Services at Woodhouse Community Centre. This was for 2 x Sanitary Unit and 1 x Nappy unit on a 4 weekly collection. Collection scheduled for Thursdays between 11am and 1pm to coincide with the centre being in use for access purposes.

RESOLVED that Cathedral Hygiene Services be awarded the contract at a cost of £299 per year.

**11. Woodhouse Community Centre – Fold Out Work Surface**

There had been difficulties in obtaining quotes from the Joiners that had been contacted to date. Members indicated that this work was essential for the operation of the Luncheon Club. Councillor Wassell was not supportive of the fold out work surface which he felt would reduce the area available in the hall for seating.

It was suggested that Highley Fitted Kitchens and Garland Home Design may be able to offer a solution.

RESOLVED that further quotes be obtained as soon as possible.

**12. Woodhouse Community Centre – Signage**

Quotes had been received for updated signage to the front and side of the Community Centre plus an additional sign advertising the Luncheon Club.

Designs and prices were circulated.

RESOLVED that the quote from Riverside Signs and Designs in the sum of £873.60 be approved.

**13. Woodhouse Community Centre – Decorating**

Quotes were considered for the internal redecoration of the entire building including the two store rooms.

A third quote was awaited but it was agreed in principle that the contract would be awarded to the lowest priced quote, which was currently Abutilon Property Maintenance, subject to the final quote being received. This would be discussed between the Town Clerk and Chairman.

Members felt that the work should be undertaken in the first week of January to cause the minimum disruption to building users.

Members raised concerns about the condition of the ceiling in the small store room and suggested that quotes be obtained for plastering.

RESOLVED that the decorating be approved, subject to confirmation of the third quote, in consultation with the Chairman.

**14. Legionella Risk Assessment**

There was a requirement to undertake a Legionella Risk Assessment at the Woodhouse Community Centre. Because this is a specialist service only one quote has been obtained.

RESOLVED that the Legionella Risk Assessment be undertaken by Bradley Environmental at a cost of £147.00.

**15. Norwood Street Allotment Fence**

Following a major fire at Norwood Street Allotments it was necessary to replace the fence. One quote had been received so far and two further quotes were awaited. Members felt that it was essential to replace the fence because of its proximity to the school.

It was agreed to have the fencing work carried out at the lowest priced quote subject to consultation between the Town Clerk and Chairman.

RESOLVED that the replacement fencing at Norwood Street be approved, subject to confirmation of the other quotes, in consultation with the Chairman.

**16. Gladstone Street Allotment – Plot Clearance**

A quote was received for the clearance of asbestos and other waste from Gladstone Street plot 14.

RESOLVED that the quote from WHD in the sum of £1,899.18 be approved.

**17. Facilities Booking Software**

A quote was circulated for Facilities booking software which would assist with the management of bookings at the Woodhouse Community Centre. Members felt that the cost was prohibitive and asked the Clerk to establish if it could be used to manage other bookings such as the Market or Gala for example.

RESOLVED that the Facilities Software be refused until further information could be sought.

**18. Budget Report 2016/17**

A revised budget report was circulated following some changes which had been proposed by the Town Clerk to take into account some items which had not previously been included. The original budget set in January allowed for a shortfall of £10,495 and the revised budget allowed for a shortfall of £13,930.

Members were satisfied with the revised budget.

Councillor Wassell requested some additional funding for Allotments given that a saving had been achieved in the last financial year. This would offset the cost of the replacement fence at Norwood Street which would be significant.

It was proposed that an additional £5,000 could be allocated this year.

The new revised budget would therefore be:

Expenditure £252,580

Income £233,650

Shortfall £18,930

RESOLVED that the revised budget be received subject to the inclusion of an additional £5,000 for allotment fencing.

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