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

**Held on Wednesday 20th September 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

**17. Welcome and Apologies**

In the absence of the Chairman, the Vice-Chairman, Councillor Mrs P. Mayne, welcomed everyone to the meeting.

Apologies from members for their inability to attend were recorded in the apology book.

**18**. **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.

**19.** **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.

**20. Minutes**

RESOLVED that the minutes of a meeting of the Finance and General Purposes Committee held on Wednesday 4th July 2017 (Minute Numbers 11-16; Page Numbers 5-6) be received as a true record and the contents contained therein be approved.

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

**21. Youth Activity Fund**

The Town Clerk requested clarification on the Youth Activity Fund which was put on hold at a previous meeting pending investigations into the disabled swing at the new play area at Haw Hill Park.

The Town Clerk reported that the previous resolution made on 28th September 2016 allowed for applications to be received twice per year with closing dates at the end of May and November and asked if members wished to revert back to this original resolution.

RESOLVED that the Youth Activity Fund be considered twice per year with closing dates of the end of May and the end of November.

**22. Budget Review**

The Town Clerk circulated a written report on the budget and reported that the budgets were generally doing well for this stage in the year. There was still an element of uncertainty surrounding the Town Hall as this was not moving forward as we had hoped. It was suggested that any unspent Town Hall budget from the current financial year should be put into a repairs and renewals fund.

It was further suggested that a separate reserve should be created for the Community Infrastructure Levy.

There had been overspends in some areas including the Woodhouse Community Centre which is still being brought up to standard, and there was additional spending earmarked for the splashback (£135.00), Insect Killer (£360.00/PA), Padlock (£72.00) and door alterations (£237.00). This additional spend would be taken from general reserve rather than the earmarked reserve which could be saved for more major works.

RESOLVED that the report be received and the contents noted.

**23. Telephone System**

The Telephone system had now reached the end of its lease and there were several options to consider:

1. Take out a new lease for the same phone system at the current price of £270/Q for a further 5 years – Total cost £5,400;
2. Rent the existing phone system from NGC for £196/Q for 3 years including service – Total cost £2,352;
3. Buy the existing equipment for £455 and pay for support at £75/Q for 3 years – Total cost £1,355.

Members considered the various options and asked if there was still scope to upgrade the system and add more lines if required once the building was ours. This was confirmed after the meeting with the supplier.

RESOLVED that the report be received and the contents noted and that the telephone system is purchased at a cost of £455 plus maintenance at £75/Q for three years.

**24. Allotments Training**

It was reported that the Town Clerk had attended an interesting but brief allotments training session and had made contact with the trainer to establish costs to provide training to Town Council staff and interested Councillors. The cost was £232.20 and it was suggested that nearby Councils could also attend for a small fee of £25.00.

RESOLVED that Allotments Training be booked with Karen Kenny at a cost of £232.20 and that local Councils be invited to attend at a cost of £25.00.

**25. Accepting Cheques**

The Town Clerk reported on the difficulties of banking cheques now that Barclays Bank had closed, and also the significant bank charges levied by the bank to pay in cheques.

Members agreed that there were alternative methods of payment available and that Cheques should not be accepted after 1st October.

RESOLVED that the Town Council ceases to accept cheques from 1st October 2017.

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