

Minutes of the **FINANCE and GENERAL PURPOSES** Committee meeting held in the Town Hall, The Broadway, Crowborough on Tuesday 9th September 2014 at 7.30pm

Present	Councillors	Paul Adams Quentin Burch Peter Cowie Philip Fermor Kay Moss Ron Reed * Sandra Timms * Neil Waller	Chairman Vice-Chairman
Also present		Philippa Hewes	Town Clerk

* *Denotes non attendance*

APOLOGIES

Cllr Ron Reed – personal reason
Cllr Sandra Timms – personal reason

DECLARATIONS OF INTEREST

None.

MINUTES

Minutes – 7th July 2014

7253 **RESOLVED** that the Minutes of the meeting held on 7th July 2014 as confirmed be signed by the Chairman.

Matters Outstanding

None.

FINANCE

Management Account Reports to 30th June and 31st July 2014

7254 **RESOLVED** that up to £2000 from cost centre 4058/101 be allocated for the job evaluation.

7255 **RESOLVED** to adopt the Management Accounts for the 30th June and 31st July 2014.

Aged debts

The aged debts were reviewed and noted.

To review the position of long term loans granted by the Council

The annual statement for the loan to Crowborough Angling Club was reviewed. Repayments are made on a monthly basis in accordance with the agreement.

The annual statement for the loan to Crowborough Athletic Football Club was reviewed. Ten repayments were received during the last financial year. Under the current repayment schedule, the loan will not be repaid within the term of ten years. It was agreed to ask the Club for a copy of its Accounts.

Budget 2015/16 – to note budget process

The budget process will commence shortly. Committees will work on draft budgets before submitting to the Finance and General Purposes Committee for consideration. The final budget and precept will be agreed by Full Council in January.

It is expected that there will be a further reduction of 15% in the council tax support grant.

GRANTS

The closing date for applications to be submitted for grants 2015/16 is 30th September. It was suggested that the Crowborough grants could be advertised in the 3VA e-newsletter.

To note 3VA Funding Surgery 23rd October

3VA is holding a funding surgery at the Town Hall on 23rd October between 3pm and 7pm.

INVESTMENTS

To review report on investments

A schedule of the investments was reviewed and noted.

ASSETS

To review report on asset movements since 1.04.14

The report on asset movements since the beginning of the financial year was reviewed and noted.

TO CONSIDER AMENDMENTS TO THE FINANCIAL REGULATIONS

The proposed amendments cover the use of direct debits for services and supplies and the use of BACS for the payment of salaries. Under the Openness of Local Government Bodies Regulations 2014, councils must consider the material threshold for the reporting of officer decisions.

- 7256** **RESOLVED** to recommend to Full Council the amendments to the Financial Regulations and for the material threshold for the recording of officer decisions to be £5000.

TO CONSIDER UPDATED STANDING ORDERS

The Council's standing orders have been reviewed against the new model standing orders and updated to incorporate changes in legislation.

There was a discussion on the problem of the cancellation of meetings and how this might be addressed in future. The process of the election of Mayor was considered and the difficulties of submitting written nominations in an election year. Some councils operate a system of a Mayor-Elect. It was noted that under legislation the election of Mayor is undertaken at the annual meeting.

The Openness of Local Government Bodies Regulations permits the filming/recording of meetings. It was agreed to consult Trevor Scott to enquire how this is to be dealt with at Wealden District Council. A policy will need to be drawn up to cover the procedure for the recording of meetings.

- 7257** **RESOLVED** to recommend to Full Council the adoption of Standing Orders.

UPDATE ON EAST SUSSEX PENSION FUND 2013 VALUATION

It was reported that the value of the East Sussex Pension Fund has improved. Employer contribution rates for Crowborough Town Council are 20.1% and will increase by 0.5% per annum for the next two years. Annual pension contributions for the Council cost £47,000.

URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Peter Cowie reported that he had received an informal approach to see if the Town Council would consider using staff to manage the rental property at Wolfe. As the letting agent that manages the property is abreast with current legislation, it was considered that it would not be cost effective for staff to undertake this specialist role for one property.

It was reported that the External Auditor has completed the audit for the year 31st March 2014 and the Annual Return has signed without comment. A 'Notice of conclusion of Audit' and a copy of the Annual Return have been displayed. Thanks were recorded to the staff.

The Clerk reported on a recent visit to the County Council's new archive facility, The Keep. Council Minutes dating from 1905, which are currently stored at the Town Hall, could be transferred to The Keep and stored in the correct conditions at no cost. The records would be available for public inspection. It was suggested that it may be helpful to have the Minutes transcribed or scanned before they are deposited and enquiries will be made with the Ashdown Forest Conservators as they have undertaken a similar project.

The meeting closed at 8.35 pm