

Minutes of the **FINANCE and GENERAL PURPOSES** Committee meeting held in the Town Hall, The Broadway, Crowborough on Tuesday 8th March 2016 at 7.30pm

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|--------------|-------------|--|---|
| Present | Councillors | Quentin Burch Peter Ellefsen David Larkin Kay Moss Alan Penney Ron Reed Greg Rose Sandra Timms * Neil Waller | Chairman Vice-Chairman |
| Also present | | Philippa Hewes | Town Clerk |

* *Denotes non attendance*

APOLOGIES

Cllr Sandra Timms – personal reason

DECLARATIONS OF INTEREST

None.

MINUTES

Minutes – 4th January 2016

- 7667** **RESOLVED** that subject to the inclusion that Wolfe Bowling Club will not seek further financial support from the Town Council for the remainder of the project, that the Minutes of the meeting held on 4th January 2016 as confirmed be signed by the Chairman.

Matters outstanding – Training on Financial Regulations

- 7668** **RESOLVED** to hold a Legal and Finance training event to be restricted to Crowborough Town Councillors.

MEMBERS ALLOWANCES

To consider the recommendation of the Parish Remuneration Panel for 2016/17

The Panel recommends a parish basic allowance of £1224 and a chairman's allowance of £1689. Elected members currently receive £1212 as the parish

basic allowance and the Mayor receives an additional allowance of £1672. There is no change to the travelling and subsistence allowances.

Members agreed not to approve the recommendations of the Wealden Parish Remuneration Panel and for the allowances to remain unchanged.

TO REVIEW THE POSITION OF THE BUSINESS PLAN

A list of projects and priorities was drawn up at the brainstorming session last September; it was recommended that this list should be reviewed and refined as part of the process to create a Business Plan. The Pine Grove project, possible move of council offices, and the items in the Business Plan, will influence the staff requirements and may affect the staff structure review.

- 7669** **RESOLVED** to recommend to Full Council that a session is held to refine the list from the brainstorming session, with the intention to create a Business Plan, and for a contractor to facilitate the meeting.

FINANCE

Management Account Reports to 31st December 2015 31st January 2016

- 7670** **RESOLVED** to adopt the Management Accounts for the 31st December 2015 and 31st January 2016

Aged debts

The current position on aged debts was reviewed and noted.

Internal Audit Report

The Internal Audit Report was reviewed and noted. Sample testing of 71% of non-pay costs in excess of £2500 had been undertaken.

Approve Auditing Solutions Ltd for Internal Audit 2016/17

- 7671** **RESOLVED** to approve Auditing Solutions Ltd for internal audit 2016/17.

Transfer funds for outstanding purchase orders to Reserves

It was agreed that the amount of the outstanding purchase orders for committed work as at 31st March from the budget should be transferred to the Works Project Outstanding Reserve.

Transfer of funds to Reserves

7672 **RESOLVED** to transfer £2500 to a Reserve for the production of the Business Plan.

The sum of £170,600, included in the budget for servicing the loan for the Pine Grove project, has not been used as the loan has not been drawn. There was a discussion on whether to earmark the funds to repay the loan or to hold as a general sum for the project.

7673 **RESOLVED** to recommend to Full Council that the sum of £170,600 is transferred to a Reserve for the work at Pine Grove.

Authorise funds for staff structure review

7674 **RESOLVED** to transfer £3000 to a reserve for the staff structure review.

TO REVIEW REPORT ON INVESTMENTS

A schedule of the investments was reviewed and noted.

Wealden District Council is investing in the Local Authorities Property Investment Fund and this position will be kept under review.

TO REVIEW REPORT ON ASSET MOVEMENTS SINCE 1.04.15

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

URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

None.

The meeting closed at 8.05 pm