Minutes of the **FINANCE and GENERAL PURPOSES** Committee held in the Town Hall, The Broadway, Crowborough on Tuesday 8th November 2011 at 7.30pm

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Present	Councillors	Paul Adams	
		Quentin Burch	
		Peter Cowie	
		Elizabeth Fermor	
		Philip Fermor	
		Beverley Johnstone	Vice Chairman
		Kay Moss	
		Sandra Timms *	
		Neil Waller	Chairman
Also present		Philippa Hewes	Town Clerk
		26 members of the public	

* *Denotes non attendance*

APOLOGIES

Cllr Sandra Timms due to a personal reason.

DECLARATIONS OF INTEREST

Cllr Quentin Burch declared a personal interest in Mediation+ as a past trustee and treasurer.

Cllr Elizabeth Fermor declared personal interests in the Friends of Beechwood Unit and World in Need International as she knows the organisations.

Cllr Philip Fermor declared a personal interest in the World in Need International as he knows the organisation.

Cllr Kay Moss declared prejudicial interests in Crowborough Community First Responders as her husband is the joint applicant, Clued-Up as a trustee and the Society of Friends of Montargis as a member; she left the meeting during discussion of these items.

Cllr Kay Moss declared a personal interest in Citizens Advice as the Town Council's representative.

MINUTES

Minutes – 6th September 2011

6308 **RESOLVED** to confirm the minutes of the Finance and General Purposes Committee meeting held on 6th September 2011.

PUBLIC PARTICIPATION

Report from Mediation+ to support request for payment of grant £1050 2011/12

As a representative from Mediation+ was unable to attend the meeting; it was agreed that a further invitation should be extended to attend the committee meeting 10th January.

To receive reports from representatives to support grant applications

The chairman welcomed all representatives from the various groups and explained that they would be given an opportunity to make a representation to support their grant application.

Nigel Cassford spoke on behalf of Crowborough Bonfire and Carnival Society. The organisation provides a day of entertainment on Carnival Day and represents the town at other venues including the event at the twin town of Horwich. A grant of £1000 for the trip to Horwich 2011 had been returned as the trip was cancelled.

Alan Crook spoke on behalf of the Crowborough Choral Society and explained the activities of the organisation. The request is to help finance a concert.

George Moss spoke on behalf of the Crowborough Community First Responders. A group of trained volunteers is being established to provide vital support for non-trauma incidents before an ambulance arrives. The grant request is to help pay for equipment and set-up costs.

James Jenkins spoke on behalf of Crowborough Rocks and explained about the group which has been set up to encourage young musicians. The proposal is to purchase a public address system for events.

Matthew Smeeth explained about the success of Crowborough YouthBank in financing youth-led projects. Under the scheme, young people apply for grants to finance projects and ideas with the applications being assessed by other young people in accordance with set criteria. The scheme is managed by ESCC.

Simone Oates spoke on behalf of The Friends of Beechgrove Unit and explained about the classes available to people with mental health issues and the elderly.

Jo Evans explained about the support and care provided by Rotherfield St Martin. Membership is increasing following the cuts within the health system and 65 of existing 300 members come from Crowborough.

Hilary Lyon spoke on behalf of the Society of Friends of Montargis and explained that the grant would be used towards the cost of entertaining guests on their annual visit to Crowborough. Many families have been involved in the twinning for a number of years.

Mark Aldrich of World in Need International explained about the proposal to open up the premises in Mill Crescent to community groups and the modifications required for disabled access. It was confirmed that the building is owned by the organisation.

Kate Chessells spoke on behalf on the WRVS Darby & Joan Club. The grant is to help fund 2 coach trips for approximately 50 Crowborough residents.

GRANTS

To note return of grant for £1000 from Crowborough Bonfire & Carnival Society

The grant for 2011/12 has been returned as the society was unable to attend the event at Horwich due to a change in the date.

To consider applications received for grants for the financial year 2012/13

Each grant application was then discussed in detail. It was considered that the Choral Society had sufficient funds for the planned events and insurance would provide cover for cancellation. Crowborough Rocks should be encouraged to apply to the YouthBank for a grant. Members were sympathetic to the aims of World in Need but considered that the benefit to the people of Crowborough was limited. The Society of the Friends of Montargis is to be encouraged to engage with young people in both communities.

6309 **RESOLVED** to award Crowborough Community First Responders a grant of £1500.

6310 **RESOLVED** to award the Society of the Friends of Montargis a grant of £500.

6311 **RESOLVED** to award the following grants**:**

- Crowborough Bonfire & Carnival Society £1000 for the carnival and £1000 for visit to Horwich.
- Crowborough YouthBank £5000 to be made up of £3000 grant with a further £2000 subject to match funding.
- Friends of Beechgrove Unit £660.
- Rotherfield St Martin £1000.
- WRVS Darby & Joan Club £700.

Grants were not awarded to the Crowborough Choral Society, Crowborough Rocks and World in Need International.

Total grants of £9860 were awarded with an additional £1500 for twinning events.

To review progress reports from Clued-up.Info and Citizens Advice and consider Service Level Agreements and grants

Dick Partridge, Chairman of Trustees of Clued-up.Info, reported on the activities of the organisation and the support and advice given to young people on a range of topics. Due to funding cuts, many other access points for this sector of the community have been closed. The three year rolling service level agreement (SLA) and grant from the Town Council provide security of funding.

6312 **RESOLVED** to award Clued-up.Info a grant of £19,500.

It was agreed that the draft SLA provided by Clued-up will be revised in conjunction with the existing agreement.

A representative from Citizens Advice was unable to be present and it was agreed to invite them to attend the committee meeting 10th January.

FINANCE

Management Reports to 31st August 2011

6313 **RESOLVED** to adopt the Management Accounts to 31st August 2011.

Management Reports to 30th September 2011

6314 **RESOLVED** to adopt the Management Accounts to 30th September 2011.

Bad debts

The bad debts outstanding as at 30th September were reviewed and noted.

Annual Return for year ended 31st March 2011

The External Auditor has completed the audit of the Annual Return for the year ended 31st March 2011 and has signed the report without comment. A 'Notice of conclusion of Audit' and a copy of the Annual Return have been displayed in accordance with SI 2011 no.817.

Internal Audit

The report of the Internal Audit visit 14th and 15th September had been circulated prior to the meeting and it was noted that there were no areas of concern.

The Internal Audit Plan, which had been adopted in March 2011, was reviewed. In view of the resignation of the Finance Administrator, additional checks should be conducted and it was noted that a contingency of 7 hours has been built into to plan for this financial year.

To review projected spend to the end of the financial year and draft budget 2012/13

The projected spend to the end of the financial year was reviewed and is within budget.

The draft budget for 2012/13 was reviewed and some minor amendments made. It was agreed to submit a budget for the Finance and General Purposes Committee of £508,537 for 2012/13.

It was suggested that information should be provided to explain that the zero council tax rise applies to principal authorities only and not town/parish councils.

URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

None.

The meeting closed at 10.10 pm