

**MINUTES OF THE MEETING OF FINANCE & GENERAL PURPOSES COMMITTEE**  
**HELD IN THE GUEST HALL AT THE PRIORY CENTRE, ST NEOTS**  
**27<sup>th</sup> June 2017**

Present: Cllr C Bober (Chairman) Cllr D Giles (Vice Chairman)  
Cllr G Thorpe Cllr J Corley  
Cllr Miss C Green Cllr B Chapman  
Cllr B Banks

Also present: Ed Reilly (Town Clerk), Teodora Kostova (Finance Manager), Sharon Coe (Office Manager)

Cllr Bober apologised for cancelling the Finance meeting that was originally scheduled to be held on 20<sup>th</sup> June 2017.

**Public Participation**

Cllr B Farrer sat in the area designated to the public. 2 members of the public were present.

**1. Apologise for Absence**

All members were present.

**2. Declarations of Interest**

There were no declarations of interest received.

**3. Cllr Bober brought forward item 10**

**Appoint Vice Chairman**

Cllr Bober nominated Cllr Giles. This was seconded by Cllr Miss C Green.

No other nominations were received.

**4. Minutes of 23<sup>rd</sup> May 2017**

It was proposed by Cllr Thorpe to accept the minutes of the meeting held on 23<sup>rd</sup> May 2017 to be a true and accurate record. This was seconded by Cllr Giles.

**RESOLVED: 6 votes for and 1 abstention to accept the proposal.**



5. **Grant Aid Applications**

**Application No: 3 Cambridgeshire Search and Rescue Requesting £300.00**

Representative from Cambridgeshire Search and Rescue sent their apologies as they were unable to attend.

Cllr Giles proposed that we grant £300.00 requested. This was seconded by Cllr Thorpe.

**RESOLVED: unanimously to accept the proposal.**

**Application No: 4 Erin Hall Requesting £250.00**

Representative present informed the Committee that the money requested would be going towards a trip to France as Erin had been selected for the Great Britain Under 18s Dragon Boat Squad.

Cllr Corley Proposed that we grant the £250.00 requested. This was seconded by Cllr Giles.

**RESOLVED: unanimously to accept the proposal.**

6. **Internal Audit Report (Final Update) 2016-17**

Town Clerk brought the Internal Report to the attention of the Committee.

Cllr Thorpe asked what progress has been made on the recommendations made on page 12.

1. Review of Corporate Governance.

*In line with the requirement in the Standing Orders [5(xii)] for the Council to approve a schedule for review of key policies, procedures and regulations, a formal timetable should be put in place and agreed by Members, identifying all of the key areas requiring review (either annually, or over the life of the Council) and setting out the committee/Council meeting dates on which they are considered.*

Town Clerk stated that this is nearly complete so that there is a central register within the office. This should be completed end of August 2017.

2. Budgetary Control and Reserves.

*It is important that the Council develops a detailed strategy for the use of CIL money as soon as possible and that it takes the necessary steps to ensure that the available funding is utilised within the required timeframe.*

Town Clerk. This is work in progress with the Strategy Group that was set-up. However, it has been difficult to get any information from Huntingdonshire District Council as to how much we will get and when we will expect to receive this.



Cllr Bober proposed that the Town Clerk formally write to Leaders and CEO of Huntingdonshire District Council asking that the communication process relating to CIL be reviewed so that the Towns and Parishes can be informed at the earliest opportunities the assets amount, the final amount, and any terms of payment agreed for each application. This was seconded by Cllr Banks.

**RESOLVED:** unanimously to accept the proposal.

**3. Review of Income.**

*In accordance with the Council's Financial Regulations, members should formally consider and approve the levels of fees and charges, including the hire of the Priory Centre and Eatons Community Centre, on an annual basis and the decisions should be minuted.*

Town Clerk confirmed that this was reviewed last civic year. Unfortunately this was not recorded, that a positive decision had been taken to freeze the Priory Centre and Eatons Community Centre. This should have been recorded and will be done in the future.

**4. Investments.**

*The Council must formally adopt an investment strategy, in accordance with the requirements of Department for Communities and Local Government (DCLG) guidance on local government investments. The strategies for use of CIL monies and earmarked reserves should be used to inform overall Investment Strategy. This will help to determine whether surplus funds can be invested for longer periods than is currently the case, thus enabling the Council to obtain a more favourable rate of return at no increase in risk.*

Town Council is now in receipt of several examples from other council's and will get the most suitable on the next agenda.

**7. Letter from Riverside Miniature Railway**

Requesting St Neots Town Council makes a grant of £5,000 to meet the completion of phase one costs and a further £20,000 to underpin the phase 2 plan.

Cllr Bober proposed that we review this possibly on a monthly basis and make a decision. This was seconded by Cllr Thorpe.

**RESOLVED:** unanimously to accept the proposal.

**8. Thank you letter from St Neots Choral Society**

Cllr Bober brought the letter to the attention of the Committee highlighting the breakdown they had included. This was noted by the Committee.

**9. Establish a Grants Sub Committee**

Town Clerk suggested setting up a Grants Review Committee given the amount of work coming the finance committee way in terms of reviewing Grants. He suggested three people who would review

small grants up to an agreed figure. This would leave the Finance Committee more time to deal with other issues. He recommended the Chairman being chair of the sub-committee and two other members.

Cllr Giles proposed that a sub-committee be established with delegated powers up to £1500.00 and then he suggested Cllr Bober, along with Cllr's Corley and Thorpe. This was seconded by Cllr Corley.

**RESOLVED: 1 vote for and 5 against and 1 abstention to reject the proposal.**

Cllr Thorpe proposed that grants be dealt with by the full committee meeting with grants only on the agenda. This was seconded by Cllr Chapman.

**RESOLVED: 6 votes for and 1 abstention to accept the proposal.**

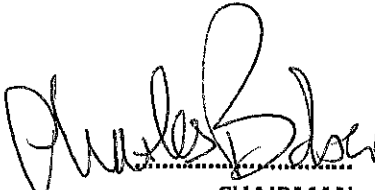
The Committee resolved that some of the Finance and Governance Committee meetings could be held during the day time.

Cllr Miss Green left the meeting at 4:40pm.

#### **Payments for April 2017**

These were received by the Committee

Meeting closed at 4.49pm



CHAIRMAN