

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES  
COMMITTEE HELD ON 9TH APRIL 2018

PRESENT: Councillor M. Blackburn (in the Chair)  
P. Allen  
H. Bennett-Watson  
D. Hinsley  
J. Kimberley  
F.A. Nash  
F.V. Nash  
L. Sorrell

1. APOLOGIES

Apologies for non-attendance from Councillors Cole (illness), Dooley (illness), C. McLaughlin (recovering following stroke) and S. McLaughlin (illness) were received and acknowledged but not approved.

2. DECLARATIONS OF INTEREST BY MEMBERS RELATING TO ITEMS ON THE AGENDA

There were no declarations of interest made by members relating to items on the agenda.

3. MINUTES

RESOLVED that the Minutes of the Meeting of the Committee held 19th February 2018 be approved and signed by the Chairman as a correct record of the proceedings

4. PROVISION OF ADDITIONAL WASHROOM SERVICES AT THE FORDBRIDGE CENTRE

The Clerk supplied details of an AirFresh service offered by Pure Washrooms which would provide 24 hour air freshener in all three toilets at a total annual cost of £210.00.

RESOLVED that consideration of this matter be deferred pending the opportunity of testing a sample unit

5. CONSIDERATION OF MAKING A DONATION TO THE CHAIRMAN'S NOMINATED CHARITY

Members were asked to consider making a donation to the Chairman's nominated charity following the cancellation of the Chairman's Charity Dance

RESOLVED that in accordance with the provisions of Section 137(3) of the Local Government Act 1972 a donation of £2,000 be made to the charitable body "Homes for Veterans"

6. AMENDMENT OF THE APPROVED ARRANGEMENTS FOR USING THE COUNCIL'S DEBIT CARD

The Clerk submitted a report setting out revised draft arrangements for payments made by the Clerk using the Council's debit card.

RESOLVED that the arrangements set out in Appendix A in respect of payments using the Council's debit card be approved and appended to the Council's financial regulations.

7. AMENDMENT OF THE APPROVED ARRANGEMENTS FOR PAYMENTS BY STANDING ORDER, BACS PAYMENT OR INTERNET BANKING TRANSFER

The Clerk submitted a report setting out revised draft arrangements for payments made by the Council using standing order, BACS or internet banking transfer.

RESOLVED that the arrangements set out in Appendix B in respect of payments made by the Council using standing order, BACS payment or internet banking transfer be approved and appended to the Council's financial regulations.

8. REVIEW THE COUNCIL'S FINANCIAL REGULATIONS

The Council's financial regulations generally were submitted for annual review by the committee.

RESOLVED that the names of the Council's external and internal auditors be appended to the financial regulations

The meeting closed at 8.00 p.m.

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CHAIRMAN

FORDBRIDGE TOWN COUNCIL

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APPENDIX A

Payments up to a maximum of £25 can be made by the Clerk using the Council's debit card in the following circumstances:-

Purchase of stationery, cleaning materials, equipment and consumables

Payments up to a maximum of £100 can be made by the Clerk using the Council's debit card in the following circumstances:-

Gas heating boiler service

Purchase of filter cartridges for catering boiler

Data protection registration

Payroll software

Payments can be made using the Council's debit card in the following circumstances:-

In pursuit of a specific Council decision

Purchase of vouchers for garden competition prizes

Urgent purchases of office equipment or equipment for the Fordbridge Centre in accordance with the procedure detailed in the additional schedule to the Council's financial regulations

After payment is made two members of the Council to counter sign a pro-forma setting out details of the payment made and how it complies with this policy and any payments are reported to the council as made

APPENDIX B

Authorised payments using banker's standing order, BACS payment or internet banking transfer as appropriate

Payment of wages, salaries and pension contributions

Payments to H.M.R.C.

Payments to suppliers/service providers wherever possible