

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE HELD ON 18TH NOVEMBER 2013

PRESENT: Councillor C. McLaughlin (in the Chair)
P. Allen
M. Hyde
J. Kimberley
F.A. Nash
F.V. Nash
L. Sorrell

1. APOLOGIES

An apology for non-attendance from Councillor S. McLaughlin was received and noted.

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 16th
September 2013 be approved and signed by the Chairman as a
correct record of the proceedings

4. REPORT BY THE CLERK TO THE COUNCIL: INCOME FROM HIRE OF THE FORDBRIDGE
CENTRE

The Clerk submitted a report, for members' information, detailing income from hire of the Fordbridge Centre in the current financial year and also the two previous financial years. The detailed information is set out in Appendix A.

5. CONSIDERATION OF A REPORT BY THE CLERK TO THE COUNCIL: MONTHLY
EMPLOYEE COSTS

The Clerk submitted a report, for members' information, detailing the monthly employee costs for the previous month. The detailed information is set out in Appendix B.

6. REPORT BY THE CLERK TO THE COUNCIL: BUDGET MONITORING TO 30.9.2013

The Clerk submitted a report detailing a comparison between budget allocation and actual income and expenditure for the period ended 30th September 2013. He reported that there were no new significant variations.

RESOLVED that the details of the comparison between actual income and
expenditure and the budget allocation for the period ended 30th
September 2013 be noted and approved.

7. AUDIT OF ACCOUNTS FINANCIAL YEAR ENDED 31ST MARCH 2013: EXTERNAL
AUDITOR'S REPORT

The Clerk confirmed that the Council's external auditors had completed the audit for the financial year ended 31st March 2013 and he submitted their report giving an unqualified opinion for the relevant year.

RESOLVED that the auditor's report be received and accepted

8. CLOSURE OF THE FORDBRIDGE CENTRE: NEW YEAR'S EVE

Members were invited to re-consider the Council's policy in respect of closing the Fordbridge Centre on New Year's Eve.

- RESOLVED
- i) that functions which constitute part of the normal working day be allowed
 - ii) that the Clerk produce a feasibility study for allowing future lettings of the Centre on New Year's Eve, including costs and the willingness of staff to work

9. CONSIDERATION OF DONATING USE OF THE CENTRE TO M.A.P.A. FOR A FUND RAISING EVENT

The Clerk reported that he had been approached by the Meriden (Park) Adventure Playground Association requesting free use of the Fordbridge Centre to stage a fund raising event, probably to take place around Easter 2014

- RESOLVED that the Clerk obtain more information regarding the type of event that is being proposed

10. CONSIDERATION OF ADOPTING OR AMENDING N.A.L.C. MODEL PERSON SPECIFICATION FOR USE IN CO-OPTION TO FILL COUNCIL VACANCIES

The Clerk reminded members that the Council had resolved to advertise for members of the local community to come forward to be considered for co-option. He advised that such an advertisement would need to specify the desired attributes and submitted the NALC model person specification for members' consideration.

- RESOLVED
- i) that a working party be established to tailor the model person specification to the council's requirements and make associated recommendations
 - ii) that the working party constitute Councillors Allen, Hyde, F.V. Nash and Sorrell

11. REVIEW OF THE COUNCIL'S PROCEDURE FOR FILLING CASUAL VACANCIES

The Clerk submitted a report asking the Council to review its procedure for filling casual vacancies which had originally been adopted in 2009.

- RESOLVED that the above mentioned working party also be asked to make recommendations in respect of a revised procedure for filling casual vacancies

12. CONSIDERATION OF THE COUNCIL'S FINANCIAL STRATEGY

The Clerk submitted a report asking members to consider the Council's financial strategy and to propose taking a short term view given the current uncertainty regarding the council tax base and government support grant.

- RESOLVED that the Council should target no increase to its element of the band D equivalent of the Council Tax for Fordbridge in the 2014/2015 financial year

13. CONSIDERATION OF THE COUNCIL'S FUND BALANCES

The Clerk submitted a report advising that the sum included in the estimates for repair of the car park had not been reflected in the Balance Sheet at the end of the 2012/2013 financial year. He also asked members to consider combining the Improvements, Repairs and Renewals Fund and Building Fund.

- RESOLVED i) that the Improvements, Repairs and Renewals Fund and Building Fund be combined
ii) that the revised fund balances as recommended by the Clerk and set out in Appendix C be approved

14. CONSIDERATION OF THE DRAFT BUDGET FOR THE 2014/2015 FINANCIAL YEAR

The Clerk submitted a detailed draft expenditure budget for the 2014/2015 financial year, highlighting the areas of core expenditure, those items requiring specific policy decisions to amend and those areas where the Council has complete discretion.

- RESOLVED i) that the sums for alley gates and clerk's allowances be removed and the draft expenditure budget as amended be approved
ii) that the Clerk investigate the necessity of using paper towels at St. Anne's RC school and the policy of supplying the towels be considered at the next meeting.

The meeting closed at 8.55 p.m.

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CHAIRMAN

FORDBRIDGE TOWN COUNCIL

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APPENDIX A

Income from hire of the Fordbridge Centre

	2011/12	2012/13	2013/14
	£	£	£
April	3,039.00	2,066.00	2,361.00
May	2,573.00	2,518.00	1,738.00
June	1,528.00	1,660.00	2,039.00
July	2,565.00	2,021.00	1,905.00
August	1,343.00	1,786.00	1,616.00
September	1,458.00	2,031.00	1,383.00
October	<u>1,881.00</u>	<u>2,170.00</u>	<u>1,725.00</u>
	<i>14,387.00</i>	<i>14,252.00</i>	<i>12,767.00</i>
November	1,753.00	2,326.00	
December	1,221.00	1,771.00	
January	2,956.00	1,543.00	
February	2,078.00	1,798.00	
March	<u>2,238.00</u>	<u>2,360.00</u>	
	24,635.00	24,050.00	

APPENDIX B

Monthly Employee Costs

September 2013:	
Salaries & Wages	£4,343.65
Employer's NI	£181.56
Employer's Pension Contributions	£533.66
October 2013:	
Salaries & Wages	£3,898.16
Employer's NI	£179.31
Employer's Pension Contributions	£500.39

APPENDIX B

Fund Balances

GENERAL FUND	£
	33,696.43
IMPROVEMENTS, REPAIRS AND RENEWALS / BUILDING FUND	15,000.00
CAR PARK	7,000.00
GENERAL RESERVE	<u>19,000.00</u>
	74,696.43
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