

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES  
COMMITTEE HELD ON 23RD FEBRUARY 2015

PRESENT: Councillor L. Sorrell (in the Chair)  
P. Allen  
H. Bennett-Watson  
K. Dooley  
M.G. Hyde  
J. Kimberley  
F.A. Nash  
F.V. Nash

1. APOLOGIES

Apologies for non-attendance from Councillors C. McLaughlin and S. McLaughlin were 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 12th  
January 2015 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 31.12.2014

The Clerk submitted a report detailing a comparison between budget allocation and actual income and expenditure for the period ended 31st December 2014. He reported that there were no new significant variations and outlined the details.

RESOLVED that the details of the comparison between actual income and  
expenditure and the budget allocation for the period ended 31st  
December 2014 be noted and approved.

7. TRAINING EVENTS FOR NEW MEMBERS

The Clerk advised that WALC will be staging a number of induction days for newly elected and co-opted councillors during 2015. He suggested that the initial course in June would be ideal for Councillor Bennett-Watson but would clearly have to be subject to her re-election.

RESOLVED that Councilor Bennett-Watson attend the "Being A Good Councillor  
and Clerk" course on 16th June 2015 subject to her re-election and  
availability on that date

8. CONSIDERATION OF VARIOUS ITEMS RELATING TO THE FORDBRIDGE CENTRE:-  
INSTALLATION OF ADDITIONAL DADO RAIL IN LOUNGE AND PROVISION OF RADIATOR  
COVERS IN THE MAIN HALL AND LOUNGE

The Clerk asked members to consider the current situation regarding the installation of dado rail and the difficulties in obtaining reputable contractors. He also advised that the estimated cost of providing radiator covers would be no more than £200.00 each.

- RESOLVED i) that the Council accept the quotation of a maximum of £200 each to supply, fit and decorate five radiators in the main hall and lounge.  
ii) that the Clerk obtain a quotation for the installation of additional dado rail in the lounge.

9. HIRE OF THE FORDBRIDGE CENTRE: NEW YEAR'S EVE

The Clerk reported that he had been approached regarding the possibility of hiring the Centre on New Year's Eve for a family function. He asked the Council to review its previous decision regarding hire on 31st December.

- RESOLVED i) that the Council re-state its decision to allow hire of the Fordbridge Centre on New Year's Eve on a trial basis  
ii) that a charge of £200 be levied for the evening, with the bar to close no later than 12.30 with the room to be vacated by 1.00  
iii) a payment of £25 be made to a member of staff to attend to secure the building at the conclusion of the function  
iv) the Clerk approach Leisure Bars to ensure they are able to provide a bar on the relevant date.

10. REVIEW OF THE EFFECTIVENESS OF THE COUNCIL'S SYSTEM OF INTERNAL CONTROL

The Clerk advised members that they must carry out an annual review of the Council's system of internal control and its effectiveness. The review ensures that the Council can give the relevant assurance as part of the governance section of the Annual Return at the end of the financial year.

He outlined the five key area that members needed to consider as part of the review and outlined the measures that are in place to satisfy those five key indicators.

- RESOLVED that members of the Council have reviewed its system of internal control and is satisfied of the independence and competence of its internal auditor and that an annual audit plan is in place and relevant terms of reference have been notified.

11. CONFIRMATION OF THE APPOINTMENT OF THE COUNCIL'S INTERNAL AUDITOR

The Clerk reminded the Council that Diane Malley was available to carry out the Council's internal audit and recommended that she be engaged again in view of her valuable assistance last year.

- RESOLVED that Diane Malley be engaged as the Council's internal auditor for the next twelve months

The meeting closed at 8.40 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     | 2,066.00         | 2,361.00         | 1,309.00         | 1,665.00  |
| May       | 2,518.00         | 1,738.00         | 1,710.00         | 3,330.00  |
| June      | 1,660.00         | 2,039.00         | 1,468.00         | 5,000.00  |
| July      | 2,021.00         | 1,905.00         | 2,298.00         | 6,665.00  |
| August    | 1,786.00         | 1,616.00         | 954.00           | 8,330.00  |
| September | 2,031.00         | 1,383.00         | 2,099.00         | 10,000.00 |
| October   | 2,170.00         | 1,725.00         | 1,459.00         | 11,665.00 |
| November  | 2,326.00         | 2,363.00         | 1,115.00         | 13,330.00 |
| December  | 1,771.00         | 1,788.00         | 856.00           | 15,000.00 |
| January   | <u>1,543.00</u>  | <u>2,077.00</u>  | <u>1,719.00</u>  | 16,665.00 |
|           | <i>19,892.00</i> | <i>18,995.00</i> | <i>14,987.00</i> |           |
| February  | 1,798.00         | 1,343.00         |                  |           |
| March     | <u>2,360.00</u>  | <u>2,278.00</u>  |                  |           |
|           | 24,050.00        | 22,616.00        |                  |           |

APPENDIX B

**Monthly Employee Costs**

|                                  |           |
|----------------------------------|-----------|
| December 2014:                   |           |
| Salaries & Wages                 | £3,012.16 |
| Employer's NI                    | £175.51   |
| Employer's Pension Contributions | £349.45   |
| January 2015:                    |           |
| Salaries & Wages                 | £3,117.16 |
| Employer's NI                    | £175.51   |
| Employer's Pension Contributions | £349.45   |