

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES  
COMMITTEE HELD ON 25TH JULY 2016

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

1. APOLOGIES

Apologies for non-attendance from Councillors S. McLaughlin and Kimberley were received and noted.

2. DECLARATIONS OF PECUNIARY INTEREST FROM MEMBERS AND OTHER  
DECLARATIONS OF INTEREST 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 13th June 2016 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. REPORT BY THE CLERK TO THE COUNCIL: BUDGET MONITORING TO 30.6.2016

The Clerk submitted a report detailing a comparison between budget allocation and actual income and expenditure for the period ended 30th June 2016. He reported that there was one significant variation and outlined the details.

RESOLVED that the details of the comparison between actual income and expenditure and the budget allocation and the significant variation for the period ended 30th June 2016 as set out in Appendix B be noted and approved.

6. REPORT BY THE CLERK TO THE COUNCIL: DRAFT POLICY ON MEMBERS' EXPENSES

The Clerk submitted a draft policy on members' expenses and outlined the distinction between performing the duties of a councillor and carrying out tasks on behalf of the Council. The matter was debated at some length and in particular the question of paying travelling expenses when attending training courses.

RESOLVED that the draft policy as proposed by the Clerk and as set out in Appendix C be approved

7. PROVISION OF ENTERTAINMENT AND A BUFFET AT THE CHRISTMAS EVENT FOR USERS OF THE FORDBRIDGE CENTRE

The Clerk reminded members that outline arrangements had been made for another Christmas event but consideration of any entertainment had been deferred along with provision of a buffet pending evaluation of the arrangements for providing a buffet at the charity dance

- RESOLVED
- i) that the Clerk enquire about the availability of Derek James to provide entertainment at a maximum cost of £150
  - ii) that the sandwiches be provided by the Buffet Shop and the Clerk confirm the cost
  - iii) that consideration of provision of the remaining items for the buffet be deferred and a menu obtained from The Buffet Shop

The meeting closed at 8.25 p.m.

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CHAIRMAN

FORDBRIDGE TOWN COUNCIL

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APPENDIX A

**Income from hire of the Fordbridge Centre**

	2014/15	2015/16	2016/17	
	£	£	£	
April	1,309.00	2,236.00	2,198.00	1,665.00
May	1,710.00	1,165.00	1,386.00	3,330.00
June	<u>1,468.00</u>	<u>1,433.00</u>	<u>2,312.00</u>	5,000.00
	<u>4,487.00</u>	<u>4,834.00</u>	<u>5,896.00</u>	
July	2,298.00	2,070.00		6,665.00
August	954.00	1,253.00		8,330.00
September	2,099.00	1,458.00		10,000.00
October	1,459.00	1,892.00		11,665.00
November	1,115.00	1,626.00		13,330.00
December	856.00	788.00		15,000.00
January	1,719.00	1,399.00		16,665.00
February	1,383.00	2,223.00		18,330.00
March	<u>1,508.00</u>	<u>1,542.00</u>		20,000.00
	<u>17,878.00</u>	<u>19,085.00</u>		

APPENDIX B

1. Expenditure on civic insignia was significantly higher than the agreed budget. This variation occurred as a result of the cost of replacing the Chairman's Badge of Office and Ribbon

APPENDIX C

The Council has agreed to pay all of its eligible members a basic allowance which is intended to meet the expected expenditure by members on travel and expenditure. This allowance is therefore intended to meet the costs of performing the role of councillor.

The Council has recently agreed to reimburse mileage when a member has been undertaking a task on behalf of the Council (opening and securing the Fordbridge Centre, collecting buffet food for a Council event). I therefore recommend that the Council adopt as its policy that members should be able to claim reimbursement for expenses incurred in performing tasks on behalf of the Council.

Members who are not eligible to receive the basic allowance should also be reimbursed for travel expenses when attending training courses.

All members should be eligible for reimbursement of travel expenses in the event of being required to attend a regional or national conference as a representative of the Council. This does not apply to members acting as the Council's representative on local bodies.

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In accordance with the Council's decision regarding internal control, a decision regarding tasks to be performed by members should be made at the initial planning stage for any event. This does not preclude the Council from subsequently paying expenses to a member in an emergency or in other unforeseen circumstances. A separate specific decision by Council would be required in this situation.

All applications for reimbursement of expenses are to be made to the Clerk on a standard form and will be approved and paid by the Clerk in accordance with the above policies. Any disputed applications will be referred to the Council's Finance and General Purposes Committee for consideration

Reimbursement of mileage expenses shall be paid at the prevailing rate recommended by the National Association of Local Councils (currently £0.45 per mile)