

ARLESEY TOWN COUNCIL

Minutes of a meeting of the **FINANCE & GENERALPURPOSE COMMITTEE**, Arlesey Town Council held in the Village Hall, Arlesey on **Tuesday 3rd October 2017**.

PRESENT:

Cllrs: C Livermore (Chairman)	J Randall (Vice Chair)
J Auburn	M Holloway
M Gould	A Ward

In attendance: Ms S Foulkes (Town Clerk), Cllr H Frost and Cllr Gravett. No members of the public present.

17/013 ELECTION OF CHAIRMAN FOR THE ENSUING YEAR

Nominations for Chairman of Finance & General Purposes Committee for the ensuing year were invited.

Cllr Ward **NOMINATED** Cllr Livermore for the position of Chairman of Finance & General Purposes Committee for the ensuing year.

Cllr Holloway **SECONDED** the nomination. No other nominations were put forward.

RESOLVED

that Cllr Livermore be elected as Finance & General Purposes Committee Chairman for the ensuing year.

17/014 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr C Ferris.

17/015 MEMBERS' INTERESTS

No interests were declared.

17/016 PUBLIC PARTICIPATION

There was no public participation.

17/017 MINUTES OF THE PREVIOUS MEETING

To consider and approve the minutes of the Finance & General Purposes Committee meeting held on 4 July 2017.

RESOLVED

that the minutes of the Finance and General Purposes Committee meeting held on 4 July 2017 be approved as true record of the meeting and be signed by the Chair.

17/018 MATTERS ARISING

There were no matters arising.

17/019 REVIEW OF CURRENT YEAR INCOME & EXPENDITURE AGAINST BUDGET

019.1. Prior to the meeting members received a report of income and expenditure to-date compared to the 2017/18 budget.

019.2 **Income Year-to-date:** The Town Clerk reminded members that £30k of the unbudgeted income received under 'A/c.1025 Insurance Refunds' had been transferred to a

'Community Project' Earmarked Reserve, as had £10k Capital Grant received from the Eileen Alexander Legacy Fund in respect of the MUGA Refurbishment project. As such the excess income over budget was reduced by £40k, which results an 'as expected' income year-to-date position for the current time of year.

- 019.3 **Expenditure Year-to-date:** The Town Clerk reminded members that the 2018/18 budget for A/c.4037 Professional Fees had been set prior to the resolution of a legal matter, and it was unlikely that these funds would be entirely required for Professional Fees during the current year. Council has approved the committee review this revenue expenditure account during its budget setting considerations. An overspend on A/c 4042 Grounds Maintenance was attributable to the refurbishment of the Cemetery railings, however a £1,472 had been transferred from EMR.348-Cemetery to off-set the majority of this expense. Other significant over-budget expenditure included A/c.4906 CP-MUGA Project for the payment of Alan Lamb Associate fees, which had been off-set by a transfer from EMR.341-MUGA, and A/c.4075 for the replacement of a lighting column, of which £1,472 had been transferred from EMR.338-Street Lighting.
- 019.4 The Town Clerk highlighted an underspend on A/c's 4028-Information Technology, 4066 4067-Computer Maintenance resulting from the appointed contractor going into liquidation. The Town Clerk advised members that she would be making a recommendation to Council to address the current lack of IT support at its meeting to be held on 17th October 2017.

17/020 GENERAL DATA PROTECTION REGULATIONS

- 020.1 **GDPR Training Course** - Members considered the Town Clerk's attendance to Bedfordshire Branch SLCC training course 19 October 2017, course fee £40.00.

RESOLVED

Committee Recommendation: that the Council approve the Town Clerk's attendance to Bedfordshire Branch SLCC's GDPR Training Course at a cost of £40.00.

- 020.2 **Data Protection Audit/Compliance** - Members were asked to defer consideration of a Data Protection Audit to the next meeting of Finance & General Purposes Committee, to follow the Town Clerk's attendance of training course.

RESOLVED

that this matter be deferred to the next meeting of the Finance and General Purposes committee.

17/021 CBC STREET TRADING LICENCE AMENDMENT

Members considered a proposed amendment to Frontline's Street Trading Licence, to allow the siting of a takeaway food van outside of Arlesey Social Club on Friday and occasional Saturday evenings.

RESOLVED

that the Council OBJECT to the proposed amendment to Frontline's Street Trading License on the grounds that the proposed High Street location is fundamentally different from the existing A507 location covered by the license, and highways issues, including vehicle congestion and obstruction to parking, will result.

17/022 ARCHIVE GROUP EXHIBITION 28 OCTOBER 2017

Members considered the purchase of 3x publicity banners for Archive Group Exhibition 2017 at a cost of £16.80 per banner.

RESOLVED

Committee Recommendation: that the Council approve the purchase of 3x banners to publicise the Historical Archive Exhibition at a cost of £16.80 each.

17/023 REVIEW OF COMPLAINTS PROCEDURE

Members considered a revised draft of the Town Council Complaints Procedure.

It was agreed that the paragraph 3.2 to be amended to read as follows

Complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 4th September 2012 and should be made directly to the Monitoring Officer of Central Bedfordshire Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Central Bedfordshire Council.

RESOLVED

Committee Recommendation: that the Council adopt the revised draft Complaints Procedure, subject to the above amendment. *(Refer to appendix 1)*

17/024 NOVEMBER FINANCE & GENERAL PURPOSES COMMITTEE MEETING

Members acknowledged the need to schedule a Finance & General Purposes Committee meeting in November 2017 due to Budget setting.

17/025 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

There was no public participation.

Meeting closed at 7.30pm

CHAIRMAN

Date

COMPLAINTS PROCEDURE

Adopted on X Month 2017

1. Arlesey Town Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1 Complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2 Complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 4th September 2012 and, should be made direct to the Monitoring Officer of Central Bedfordshire Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Central Bedfordshire Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
5. You may make your complaint about the council's procedures or administration to the Town Clerk. You may do this in person, by phone, or by writing to or emailing the Town Clerk. Contact details are as follows: Arlesey Town Council, Arlesey Community Centre, High Street, Arlesey SG15 6SN 4NA. Tel. (01462) 733722 Email: townclerk@arleseytc.co.uk
6. Wherever possible, the Town Clerk will try to resolve your complaint immediately. If this is not possible, they will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Town Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Finance and General Purposes Committee of the Council.
8. The Town Clerk or the Finance and General Purposes Committee of the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Town Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases, the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred either to the Finance and General Purposes Committee if this committee has not been involved in considering the initial complaint, or to an Appeals Panel, which will consist of 3 members of the Council specifically delegated by the Council to consider the matter and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.
11. Should you remain dissatisfied with this review of your complaint, you may seek the Council's consideration on the matter. Any such consideration will be dealt with at the next meeting of the Council under 'Exempt Business' and the decision reached at that meeting will be advised to you within 7 working days, and will be considered by the Council to be final.