

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE**, Arlesey Town Council held in the Village Hall, Arlesey on **Tuesday 6th February 2018**.

PRESENT:

Cllrs:	C Livermore (Chairman)	J Randall (Vice Chair)
	C Ferris	M Gould
	A Ward	C Gravett (Ex Officio)

In attendance: Mrs J Bailey (Assistant Clerk), and 1 member of the public.

17/036 APOLOGIES FOR ABSENCE

No apologies were received.

17/037 MEMBERS' INTERESTS

- a) Disclosable Pecuniary Interests: None declared.
- b) Other Interests: Agenda item 8: Cllr Randall –Due to association with applicant

17/038 PUBLIC PARTICIPATION

There was no public participation.

17/039 MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the Finance & General Purposes Committee meeting held on 5 December 2017.

RESOLVED

that the minutes of the Finance and General Purposes Committee meeting held on 5 December 2017 be approved as true record of the meeting and be signed by the Chair.

17/040 MATTERS ARISING

There were no matters arising.

17/041 COMMUNITY PROJECTS

Members considered submitted suggestions for Community Projects and discussion followed on projects that were considered to take priority. EMR 356 Community Projects funds available £30,000.

RESOLVED

Committee Recommendation: that Council approve the following 7 projects for prioritisation. Following approval, Finance & General Purposes Committee to establish specific costings and proposed time scales for completion of works.

Prioritised projects and initial estimated funding levels (subject to detailed costings being obtained):-

- | | |
|----------------------------------------------------|-----------------------------------------|
| • War Memorial restoration and maintenance | £2,000 |
| • Recreation ground and MUGA car park improvements | £3,000 |
| • Town beautification and entrance gates | £2,500 |
| • Talking book | £ 500 |
| • Community car park gate to WI hall | £1,000 |
| • Grass verge protection | £500-1,000p/a |
| • Outside Gym | yearly allocation of funds to be agreed |

17/042 REVIEW OF COUNCIL INVESTMENTS

Members considered investment of reserves into a Hampshire Trust Bank Business 90 Day Notice Account to achieve improved rate of interest and spreading of financial risk.

RESOLVED

Committee Recommendation: that the Council approve Town Clerk's recommendation to:

- 1) **Open a Hampshire Trust Bank 90 Day Notice Account - 1.25% interest (variable)**
- 2) **transfer £85,000 to Hampshire Trust Bank as a specified investment by:**
 - (a) **transfer £85,000 from UTB Savings A/c to UTB Current Account, in order to raise an opening balance payment to Hampshire Trust Bank 90 Day Notice Account.**
 - (b) **transfer £52,000 from Barclays Savings A/c to UTB Current A/c to reduce the balance to £84,307 (being a value within the FSCS limit).**
 - (c) **transfer of excess funds resulting from UTB Current A/c to UTB Savings A/c as deemed appropriate by Town Clerk; maintaining sufficient cash flow whilst maximising interest earned.**

17/043 GRANT APPLICATIONS

Members considered a late submission of small grant application from The Need Project Central Bedfordshire, who distribute free food, such as Christmas parcels, and furniture.

RESOLVED

Committee Recommendation: that the Council approve an award in the sum of £500 providing sufficient funds are available - 4401/107 Grants Section 137.

17/044 PURCHASE OF OFFICE EQUIPMENT

- a) **Under-desk storage/filing** - Members considered purchase of under-desk storage/filing unit for Town Clerk workstation.
- b) **BT Featureline Telephone** - Members considered purchase of BT Featureline handset for Assistant Clerk workstation.

RESOLVED

that the Committee approve the purchase of the above items, in accordance with Financial Regulation 4.1.

17/045 INTERNAL AUDIT RECOMMENDATIONS UPDATE

Members noted actions taken and procedures implemented following recommendation of Internal Auditor:

- **Mayors Charity bank account –account closed as not in use.**
- **Purchase Invoices - checked thoroughly to ensure valid VAT invoices are obtained.**
- **Resource Centre till rolls – procedure implemented to check “Z” numbers are sequential and logged. Missing “Z” total numbers reported to Town Clerk and logged/traced.**

Auditor informed that restriction of access to Resource Centre cash register PRG key, would pose problems during staff holiday and sickness absence, as key required on a daily basis for cashing up functions.

17/046 BAD DEBT CONSIDERATION

Members considered writing off payment in the sum of £26.57 for allotment rental. Payment had been made to incorrect bank account following communication of inaccurate bank details to allotment tenant.

RESOLVED

Committee Recommendation: that the Council approve writing off the debt for allotment rental of £26.57 as payment had been made in good faith to bank details provided.

17/047 GENERAL DATA PROTECTION REGULATION

Members received an update from BATPC on Data Protection/GDPR and noted that another training seminar had been scheduled for March 2018.

As a sector, parish and town councils are low risk and are advised not to rush into long-term arrangements for appointing a Data Protection Officer. The Data Protection Bill 2017-19 has completed its House of Lords stages and was laid before the House of Commons without debate 18th January 2018. A debate will take place at the second reading stage.

17/048 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

Mr R Watson suggested that the Council consider applications for S106 funds where available, to assist with Community projects discussed.

Meeting closed at 8.05pm

Chairman:

Date: