

WHITNASH TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Thursday, 19th November 2015 at 7.00 p.m. in the Whitnash Town Council office, Franklin Road, Whitnash.

PRESENT: Councillors: B Smart – Chairman
A Barton
P Birdi
S Button
G Cancilla
Mrs J Falp
B Franklin
T Heath
B Kirton
R Margrave
T Shepherd

Town Clerk: Jenny Mason

29/15 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Short and Sparkes. Apologies were accepted.

30/15 DECLARATIONS OF INTEREST

There were no declarations of interest at the start of the meeting.

31/15 MINUTES OF THE PREVIOUS MEETING

The minutes of the meetings held on the 15th October and 17th September 2015 as circulated were approved and signed as a true record.

32/15 MATTERS ARISING OUT OF THOSE MINUTES

16/15 Whitnash Tymes – Cllr Mrs Falp reported that she had not received any emails from Members regarding new ideas for the Whitnash Tymes.

33/15 INCOME AND EXPENDITURE REPORT

The income and expenditure report as at 10th November was forwarded to Members. Overspends on insurance and computer consumes has been noted as in previous minutes

There is still an amount of £500 ring fenced in the precept for grit bins.

Members proposed the purchase of 3 x 100 litre grit bins to be placed at the shops in Acre Close, Home Farm Crescent and Coppice Road.
Cllr Mrs Falp proposed that in future if the current Mayor already has a 'Past Mayor's' badge they do not a second one. All Members voted in favour of this proposal.

34/15 AMEND STANDING ORDERS

Standing Orders were amended to reflect that a 'REPORT' (in the form of draft minutes) of Committee Meetings would be presented at Town Council meetings in future. This amendment is reflected in Standing Order 5 Ordinary Council Meetings (section k ii). These minutes can then be approved and adopted at the next Committee Meeting.

Use of Non Council Email Addresses was included in these Standing Orders. Members should not use a non Whitnash Town Council email address to conduct official Council business as this is prohibited. The primary reasons for prohibiting this practice is to ensure transparency, information assurance and community confidence. Cllr Margrave has offered to help those Members who are not using a Whitnash Town Council email address to set it up. All Members voted in favour of the amendment and additional Standing Order.

The amended Standing Orders will be approved and adopted at the next Town Council meeting.

35/15 PRECEPT FOR 2016 – 2017

Members proposed a precept increase of 2%, 3% and 5% is prepared for the precept meeting in December to be considered.

Proposals made:

- Increase in Members printing costs to £30 per annum
- Installing an audio loop in the office
- Installing an electronic display unit in the Library to publicise Council events
- Refurbishment of Red Phone box - £500
- Possible increase in Grant Budget will be considered at the Precept meeting

Draft precept figures will be sent to all Members before the precept meeting.

36/15 WEBSITE / FACEBOOK PAGE

Cllr Margrave proposed that Cllrs Button and McFadden be allowed to edit the Council's Facebook page. All Members voted in favour.

The Town Council website is still very slow. Cllr Margrave would investigate whether the web hosting contract remains with Titan Internet or not. This needs to be sorted as soon as possible as the renewal is due on 1 February 2016.

The Town Council website page does not comply with the Transparency Code

requirements. The Transparency Code applies to all local councils with a gross income or expenditure exceeding £200 000. This includes Towns and Parishes. In order to comply with the Transparency Code, the Council website needs to include the following:

- Councillor's Register of disposal pecuniary interests
- Council's Publication Scheme and rates for copying
- Written record of any decision delegated to an officer
- Expenditure exceeding £500
- Council's Standing Orders
- Council's Financial Regulations
- Last Annual Return Form
- Transparent information about council payments
- Calendar of meetings
- Approved minutes for at least one year of council meetings and relevant committees and sub committees
- Current agendas
- Budget and precept information for current or next financial year
- Complaints procedure (not Code of Conduct)
- Councillor contact details and councillor information
- Rates for Councillors' allowances if paid
- Action plan for current year
- Evidence of consulting the community
- Publicity advertising the council activities
- Evidence of participating in town and country
- Other policy documents to demonstrate legal compliance with regard to Biodiversity, Crime and Prevention and Health and Safety.

Cllr Mrs Falp proposed that Webmaster is appointed to manage the website. This will go out to tender. In the interim Cllr Birdi will ask This is Identity to update the website with the required documents.

Cllrs Mrs Falp, Margrave, Smart and the Town Clerk were given delegated powers to recruit a Webmaster to manage the website.

37/15 CORRESPONDENCE

No correspondence was received.

38/15 DATE OF NEXT MEETING

The next meeting will be held on 10th December 2015 at 6.30 p.m. – Precept meeting.

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed.

SIGNEDDATE