

## WHITNASH TOWN COUNCIL

### FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Thursday, 22<sup>nd</sup> September 2016 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  
B Franklin  
R Margrave  
J Short

Town Clerk: Jenny Mason

#### 11/06 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Cancilla, Heath and Sparkes. Apologies were accepted.

#### 12/16 DECLARATIONS OF INTEREST

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

#### 13/16 MINUTES OF THE PREVIOUS MEETING

The minutes of the meetings held on the 9<sup>th</sup> June 2016 as circulated were approved and signed as a true record.

#### 14/16 MATTERS ARISING OUT OF THOSE MINUTES

There were no matters arising.

#### 15/16 REPORT OF AUDITED ACCOUNTS AS AT 31<sup>st</sup> MARCH 2016

There was one comment on the completed Audited Accounts for 31<sup>st</sup> March 2016. Signing of Annual Return and the commencement of period for the exercise of public rights. This was queried as the Council commenced its Notice period on 3 June 2016 before approving and signing the Annual Governance Statement and Accounting Statement on 16<sup>th</sup> June 2016. The notice period should apparently commence after approving and signing the Annual Governance Statement. We queried this comment as we followed the booklet "What to do now" which says that the RFO must publish prior to external audit together with statement of accounts and details about the exercise of public rights "the Annual Governance Statement whether or not it has yet been approved by the authority".

We received a reply from the external auditors: *We have looked at your query and can only apologise. The booklet was written and sent out before we had received further guidance on the new regulations. The note about “the Annual Governance Statement (Section 1 of the annual return) whether or not it has yet been approved by the authority” – is misleading and incorrect.*

### 16/16 SAGE AUDIT REPORT 2016

Sage tax coding determines whether an individual item of income or expenditure appear on the Vat return. The Town Council is not VAT registered, however section 33 of VAT act 1994 enables us to reclaim vat charged on purchases subject to partial exemption rules. The SAGE audit was undertaken and VAT issues were raised that will have an impact on the council with regard to the Community Hall. The Town Council must take Vat advice before any significant expenditure on the existing hall and future Community Hub and budget accordingly.

### 17/16 INCOME AND EXPENDITURE REPORT

The income and expenditure report as at 13<sup>th</sup> September 2016 was presented to Members. Overspends recorded £48 Computer anti-virus software, we were charged a callout /installation fee as well as the cost of the software this year (reported at last meeting). £11 Sage software support the Payroll Support annual premium increased more than expected probably because Sage have altered the software in line with auto-enrolment requirements, it now includes a pensions module.

### 18/16 CONSIDER GRANT APPLICATIONS

Grant Applications proposed by the Finance and General Purposed Committee were considered in accordance with LGA 172 section 137:

<b>Organisation</b>	<b>Application for:</b>	<b>Grant proposed</b>
Whitnash Short Mat Bowls Club	<i>Insurance</i>	£300
Whitnash Women's Institute	<i>Groundsman's time</i>	£250
Whitnash Youth Club	<i>Hall hire costs</i>	£300
Whitnash Fun Day	<i>Insurance and field hire</i>	(£411) #

# The Fun Day Committee Grant Application was deferred subject to signed certified accounts being received reflecting the grants from Whitnash Town Council in 2014 and 2015.

*Cllr Smart declared an interest in Whitnash Short Mat Bowls application, Cllr Margrave declared an interest in Whitnash Youth Club application and Cllr Barton declared an interest in the Whitnash Fun Day application. Members left the room when the grant applications were considered.*

The proposed grants will be considered at the Town Council meeting on 20<sup>th</sup> October 2016 for approval and adoption.

### 19/16 MAYOR'S ALLOWANCE POLICY

We need to implement a Mayor's Allowance Policy. Members were forwarded a draft copy of the proposed policy. Members approved this policy.

### 20/16 REVIEW TOWN COUNCIL POLICIES

Town Council policies were reviewed and the following amendment proposed:

#### *Honorary Freeman Policy: 8*

##### *Nomination criteria:*

- 3. Any nominated Town Councillor should have retired from the post. Existing councillors are not eligible to be nominated, unless there are 'exceptional circumstances'.*

Members proposed that item 3 of the nomination criteria be removed from the policy. All Members present voted in favour.

Policy numbers will be amended accordingly once Mayor's Allowance Policy is adopted at full Council in October 2016.

### 21/16 BANKING ARRANGEMENTS

The Finance Assistant has reviewed banking arrangements and compared three banks HSBC, Santander and Unity Bank with Lloyds our current bank. Members proposed that further information is obtained from Santander and to find out if any other town councils bank with Santander and report back to the November 2016 Finance meeting.

### 22/16 PRECEPT 2017 – 2018 WISH LIST

Cllr Birdi proposed that policies are implemented to determine future precepts. The review of support to Town and Parish councils by Warwick District Council will have implications on future precepts. Cllr Short said more should be done for our residents i.e. bus shelters. Road safety signs were also suggested especially for routes to schools and at busy junctions.

### 23/16 CORRESPONDENCE

1. The Local Government Finance Settlement consultation where proposals that referendum principles are introduced to town and parish councils was circulated to all Council Members will be discussed at the October town council meeting.

24/16 DATE OF NEXT MEETING

The next meeting will be held on 10<sup>th</sup> November 2016 at 7.00 p.m.

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

SIGNED .....

DATE .....