

# Ilminster Town Council Finance & Policy Committee Minutes

A meeting of the Finance and Policy Committee was held on 30<sup>th</sup> April 2013 in the Council Chamber, The Council Offices, North Street, Ilminster, Somerset, starting at 19:30hrs

## Present

Chair: Cllr D Miller  
Councillors: P Burton, C Goodall, J Pallister, A Shearman, S Shepherd, S Storey,  
R Swann, E Taylor, L Vijeh and P Whaites

## In Attendance

M Clayton (Senior Administrator), J Norris (Town Clerk), M Shelley (Deputy Town Clerk)

## Members of the Public

Three members of the public attended this meeting.  
It was brought to the Committee's attention that following a survey on 'Keeping High Streets Open', being carried out by the W.I, several shops in Ilminster are believed to have commented that they have never seen a Councillor in their stores.

### 1. Apologies for Absence

Apologies for absence were received from Councillors Austin, Lawson and Sothern.

### 2. Declarations of Interest

The declarations of interest given in the table below were made.

Name	Agenda Item	Type of Interest	Nature of Interest
Cllr Burton	8	Personal	Works for Konica

### 3. Minutes of previous Finance and Policy Committee meeting.

#### RESOLVED

- (i) to confirm the minutes of the meeting held on 19<sup>th</sup> March 2013 as a correct record.
- (ii) to update action list relating to the Finance and Policy committee.

### 4. Presentation by Ilminster Youth Club.

A presentation was given by Gordon Childs from Ilminster Youth Club giving information about the work of the Ilminster Youth Club and its 'financial position'.

### 5. Future Revenue Grant Applications

The Committee was asked to consider how future revenue grant applications will be affected by the Town Council's new grant policy to cap grants at a maximum of £1,000.

Topics discussed during this consideration were as follows:

- There is £7,000 in the grant budget this year, so if certain organisations required more, it would have to be found from elsewhere and could affect other projects.

Chair's initials

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- If grants were given to organisations, that do not fall under the new grants policy, then there would be a need for a service level agreement to be written up to protect the Council's interest.
- If an organisation does not get support from the Town Council, then it is hard for them to get funding from other sources. The support does not only have to be funding.
- The Council will need to make a decision as soon as possible, to enable these organisations to use the Council's proposal to help them get other funding.

**RESOLVED** that the Town Clerk sends a letter to the Youth Club on behalf of the Town Council fully supporting their organisation.

**RESOLVED to RECOMMEND** that the Town Council agree to look at the possibility of supporting organisations outside of the discrete grant pot of £7,000, subject to the Service Level Agreement and Accounts being received and funding being available within the Town Council's budget.

### **6. Bank Reconciliation.**

The Committee was asked to consider involving members with the monthly bank reconciliation process.

The Town Clerk explained that the process would involve a different Councillor coming into the office, each month, whilst the bank reconciliation procedure is being carried out.

A rota will be made to show who will be invited to carry out the monitoring for each month.

Other neighbouring Councils already involve members with their bank reconciliation process.

**RESOLVED** that the Town Clerk sets up a rota to show which Councillor will come in, on which month, to monitor the bank reconciliation process.

### **7. Renewal of Memberships**

The Committee was asked to consider renewing the memberships to the Action for Market Towns, Institute of Cemetery and Crematorium, and SALC.

Councillors discussed the benefits of being a member of these organisations and agreed they were all worth supporting.

**RESOLVED to RECOMMEND** that Council renews the memberships with the following organisations:

- a) Action for market Towns
- b) Institute of Cemetery and Crematorium Management
- c) SALC (Somerset Association of Local Government)

### **8. Office Equipment.**

The Committee was asked consider the purchasing of a new photocopier/printer for the office. Discussions included the following:

- The Committee was shown the quotation comparison of the three suppliers which came into the office to recommend their products.
- It was agreed that it would be cheaper for the Council to purchase a new photocopier rather than rental.
- All maintenance charges are included in the 'click charge' (cost per print).

Chair's initials
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**RESOLVED to RECOMMEND** that the Council purchase a new Bizhub C364 photocopier for the office, from Konica Minolta, at a cost not exceeding £3000. Costs to be met from the replacement fund

The meeting closed at 21:02hrs

Chair's signature & Date