

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **FINANCE & POLICY COMMITTEE** held in the Council Chamber, Ilminster on Tuesday 17 April 2012 at 8.00 pm

Present

Chairman: Cllr D Miller

Councillors: Cllr S Austin, Cllr P Burton, C Goodall, Cllr A Lawson, Cllr J Pallister, Cllr A Shearman, Cllr E J Taylor, Cllr L Vijeh

Officers: Mrs J Thorne, Mrs R Hope, Miss N McIntosh, Adrian Moore (SSDC Playing Youth Facilities Officer)

1. Apologies for absence

Apologies for absence were received from Cllr's Maylor, Sainsbury, Shepherd, Sothern, Swann and Whaites.

2. Declarations of Interest

Cllr Pallister declared a personal interest in item 9, Club rent review.

3. Minutes of the Previous Meeting

It was RESOLVED that the minutes of the Finance and Policy Committee meeting held on 6 March be approved and signed as a correct record.

4. Matters arising from the Minutes

Minute 8c – Fixed Assets

The Clerk informed the Committee that fixed assets were those items that tended to be high in value and have a life span of more than one year. In terms of dealing with fixed assets for audit purposes the value should be consistent and historic cost is preferred as it will not change unless an asset is bought or sold.

The Clerk informed councillors that in previous years the insurance value had been used so now the Council will need to restate the value this year to historic cost. The Council will have to submit a short explanation in the variances for the report to the auditors.

5. Funding the MUGA

The Committee was informed that there were three unconfirmed grants. A decision from SSDC would be received by 18 April.

Adrian Moore Playing Youth Facilities Officer from SSDC attended the meeting to answer any questions the Committee might have regarding Skate Park and MUGA proposals.

Cllr Taylor reported that she had attended a consultation event for the skate park in the Market House. She expressed concern that the design may not be what the older youth required. If their comments were taken on board would the proposed funding cover the cost?

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Adrian Moore commented that the limitations for the design of the skate park were the size agreed and the amount of money it was agreed to spend.

The Committee agreed that subject to the approval of the grant by SSDC on April 18th, revised plans that took into account the responses from the consultation with the young adults should be submitted to Hags for their comments on the safety and cost implication to the project. It was agreed to delegate this process to Cllrs Pallister, Sainsbury, Swann, Taylor, with guidance from officers including the Town Clerk, Adrian Moore.

Cllr Miller expressed his concern that funding for the MUGA appeared to be short of what was required and that SSDC funding now appeared to be dependent on a floodlit court. Adrian Moore commented that if the MUGA was floodlit then it could be used during the winter months when such a facility was most required.

The Clerk reported that she was to have a further meeting with Zoe Harris on April 20th regarding grant funding from Awards for all and Sport England and that Streetspace were also able to source funding. Cllr Goodall reported that the bid to Yarlington was due to be submitted by the end of the week.

6. **Website**

Councillor Lawson commented that there were issues with the use of the Council's website for both the public and the office staff. He had spoken to Vision ICT, to see what changes could be made to improve the website and fulfil the Town Council's needs, unfortunately this had proved difficult though the provider was willing to upgrade the website for the sum of £675. The current annual bill for hosting the website was £470 with the invoice now due.

He had reviewed other website providers and asked that he and the Clerk could look to could explore this further. The Committee agreed to this and asked that conclusions should be brought back to the next Finance and Policy Committee meeting.

The Committee agreed not to renew the contract with Vision ICT, the current website provider. As an interim solution it was decided to set up a temporary web site and to create a Facebook page for Ilminster Town Council. It was also agreed to obtain quotes from website providers and bring them back to the next F&P meeting.

7. **Meeting Paperwork**

Cllr Goodall proposed that any reports or information on items to be discussed at meetings should be included in the agenda, a draft agenda indicating the new format had been circulated prior to the meeting. This would allow Councillor's sufficient time to read and consider matters to be discussed before they attended meetings.

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The Committee agreed to the new format, noting that it should be reviewed after 6 months and noted on the action plan.

8. **Annual return and audit**

The Clerk informed the Committee that the internal auditor had examined the accounts and was due to return the week beginning 23 April. A letter from the auditor had been received and a notice of opportunity to inspect the annual return had been presented to the public. The accounts were due to go to the council for approval at the Council meeting on 1 May.

The inspection was due to start on 2 May and finish 31 May, the Annual Return will be submitted to the auditor on 1 June.

The Council would be appointed a new external auditor for next year but the appointment would not take place until summer.

9. **Club rent review**

Cllr Goodall commented that the licences for the clubs are currently under review and proposed that the rents should rise by 5.2% in line with inflation. With a further review when the new licences had been agreed.

It was RESOLVED to RECOMMEND that the rents for the Cricket Club, Football Club, Youth Football and Sports Club be increased by 5.2% in line with inflation.

10. **Cemetery Lodge**

The Clerk reported to the Committee the current property management company's fees for the Cemetery Lodge and tenancy renewal fees. The Clerk notified the Committee that the present company had offered to reduce its fees to £720 per year, but there were more competitive quotes from other companies in the surrounding area offering a similar service for £480.

The Committee agreed that the tenancy should be transferred to the most competitive company which was located in the town.

11. **Bunting**

The Committee was presented with a report to consider purchasing bunting for this year's events in the town.

After much discussion, it was decided to purchase multi-coloured, heavy duty bunting, 18m(60ft) in length (x2) at a cost of £6.90 each to decorate the Market House in the town.

The Clerk was asked to send a letter the Christmas Lights Committee to ask for their help in hanging the bunting.

12. **Town Clerk's Report and Correspondence**

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The Clerk informed the Committee she had received an invoice for Annual Subscription for 2012 to 2013 from ICCM for £90.

The Committee agreed to pay for the Annual Subscription for the year 2012/2013.

Confidential Item

The following matter was discussed in private due to confidential nature of the business.

13. Ilminster Town Council alternative accommodation

Mayor Goodall informed the Committee of her interaction with a working group discussing the idea of alternative accommodation for the Town Council.

The meeting closed at 10.15 pm

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Signed

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Date