



Fairford Town Council

MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON TUESDAY 7th March 2017

MEMBERSHIP:

Cllr M. Dudley (Chair & ex-officio)
Cllr S. Boulton
Cllr J. Bowen
Cllr J. Dallow

Cllr A. Doherty
Cllr T. Hing
Cllr J. Sanford (ex-officio)

In attendance: Vanessa Lawrence (Clerk), Cllr Foxall

- F053 16/17 To elect a temporary Chairman in the absence of the Chair**
In the absence of Cllr Dudley(Chair), Cllr Hing was asked to step in as temporary Chairman. Proposed Cllr Sanford, seconded Cllr Boulton – all in favour.
- F054 16/17 Apologies for absence**
Apologies were received from Cllr Bowen, Cllr Dudley and Cllr Dallow
- F055 16/17 Declarations of Interest in Items on the Agenda**
None declared
- F056 16/17 To approve the Minutes of the Finance meeting held on 3rd January 2017**
It was **RESOLVED** to approve the Minutes of the Finance Committee meeting held on the 3rd January 2017, as a true and accurate record of the proceedings. Proposed Cllr Boulton, seconded Cllr Sanford – all in favour.
- F057 16/17 Matters arising**
Renewal accounts software package - £116.00. The Clerk reported that she would be renewing the accounts software package for the coming year.
- F058 16/17 To agree to adjourn the meeting for Public Participation, if members of the public are present – there is a 5-minute time limit**
N/A
- F059 16/17 To agree to reconvene the meeting following Public Participation (if applicable).**
N/A

F060 16/17 To consider and agree end of year grant applications

The Clerk reported that four End of Year grant requests have been received: -

Festival Committee – Request for £500 as sponsorship for the Festival. – Following brief discussion, it was agreed to grant this amount.

Art Society – A request for £185 had already been approved by e-mail. It was agreed to formally recommend to Full Council that this should be approved.

GWACC – The Glos. Air Ambulance have requested a donation.

Following discussion, it was agreed to approve a donation of £500.

U3A – A request for help to purchase two computers for the Secretary and Treasurer has been made in the sum of £500.

Following discussion, it was agreed to approve the request.

It was **RESOLVED** to make recommendation to Full Council to approve all the above requests as part of the End of Year Grant Award Scheme. Proposed Cllr Hing, seconded Cllr Boulton – all in favour. **POST MEETING NOTE-** A further request has been received, which is the annual request from CAB. If the Committee approve this via e-mail, it will form part of the recommendation for approval by Full Council.

ACTION: Clerk to add recommendations to Agenda of the next Full Council meeting in March

F061 16/17 To consider and agree summary, year to date payments and receipts

It was **RESOLVED** to agree summary, year to date payments and receipts – All in favour.

**F062 16/17 To consider and agree extra funding for-
- purchase and installation of defibrillator at Fire Station (if required) –** Due to the possibility of receiving a small grant towards the purchase and installation of another defibrillator in the Town, it was agreed to defer this matter to the next Finance meeting when it is hoped that final details of the grant scheme will be available.

ACTION: Clerk to add this item to the Agenda of the next Finance meeting in May.

- funding for improvements to ICT (approx £2k) – Cllr Doherty has produced a concise breakdown of the equipment required to improve ICT for the Town Council. This includes improvements to the computers, network and security aspects of the system. Cllr Doherty explained how these improvements should be made and following brief discussion it was **RESOLVED** to recommend to Full Council that expenditure is set aside for these improvements. Proposed Cllr Boulton, seconded Cllr Sanford – all in favour.

ACTION: Clerk to add Recommendation to Agenda of next Full Council meeting in March and to obtain other quotes, for comparison

F063 16/17 To review and agree recommendations from Procedures Committee for Financial procedural documentation: -

- **Financial Safeguards in Place & Policy for safeguarding Public Money**
- **Financial Risk Assessment**
- **Property Asset List**

- **Financial Regulations**
- **Grant Awards Policy and Terms of Reference**

All the above documents were reviewed by the Committee and further minor amendments made. It was **RESOLVED** to make recommendation to Full Council to approve the documents as amended. All in favour.

ACTION: Clerk to add recommendation on the Agenda for the next Full Council meeting in March

- F064 16/17 To consider and agree re-distribution of funds to other banks**
Following debate, it was agreed to defer this matter to allow time for Cllr Doherty, in his capacity as District Cllr, to establish how CDC manage their finances. The Clerk to seek advice from GAPTC.

ACTION: Clerk to contact GAPTC and Cllr Doherty to speak to CDC. Clerk to add this onto Agenda for next Finance meeting.

- F065 16/17 To consider and agree whether to re-open the Community Capital Projects Fund**
Following debate, it was **RESOLVED** not to re-instate this Fund at the present time, but to review this, as and when the need arises. All in favour.

- F066 16/17 To consider and agree possible funding to help with provision of faster broadband in areas not already supplied.**
Cllr Doherty has provided details of his proposal to make available funds for the provision of faster broadband in areas not already supplied. Following debate, it was **RESOLVED** to recommend to Full Council that this is added to the list of projects and funds, earmarked in the sum of £7500. Details of Cllr Doherty's proposals will be circulated.

ACTION: Clerk to add recommendation to the Agenda for the next Full Council meeting in March and to circulate Cllr Doherty's proposals

- F067 16/17 To consider whether to make funds available, if required and agreed, for any property rental/purchase under the 'General Power of Competence'.**
The Clerk explained that this was included on the Agenda to obtain views on whether the Committee might consider funding under the General Power of Competence and the 'Right to Buy'. Following debate, it was agreed that if proposals with associated business plans were put to the Committee, they would be considered.

- F068 16/17 To review and agree any changes to EMR allocated funds.**
The Clerk explained that this matter was added to the Agenda as some of the projects currently listed with earmarked sums are not achievable at the present time and the Committee needs to consider re-distributing the released funds. Following debate it was **RESOLVED** to recommend to Full Council that EMR figures should be maintained and/or changed as follows:-
Maintain - New Burial Ground; Contribution towards Sewerage (infrastructure); Horcott Lakes facilities; Victory Villas verge; Creation of Safer route to school and a Contingency sum for FCC.
Remove sum allocated for the Fairford- Lechlade path, and

Add two new categories – Access to the Countryside (£30k) and Faster Broadband (£7.5k).

The Clerk asked the Committee what, in their view, is actually achievable for 2017 and whether this is something that can be discussed further at Full Council. The Committee agreed that this should be discussed.

ACTION: Clerk to add recommendation to the Agenda for the Full Council meeting and to call a briefing meeting with all Councillors to discuss strategic projects for 2017/18.

F069 16/17 Other matters the Chair considers urgent

Cllr Hing spoke about the Coln House School playing field and the Clerk was asked to establish if this could be gifted to the Town.

ACTION: Clerk to contact County Cllr. Theodoulou

.....Chairman

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