

FINANCE, ASSET & RESOURCES COMMITTEE

Minutes of the meeting of the Finance, Asset & Resources Committee held in Ellesmere Town Hall on Thursday 17th October, 2019 at 7pm.

PRESENT: Councillors: Cllr Graham Hutchinson (Chair), Cllr R Hartley, G Elner, Nick Cull, Mrs Anne Wignall.
Jo Butterworth – Town Clerk

FAR-1/18 **Election of Chair**

It was moved by Cllr Mrs A Wignall, seconded by Cllr G Elner and

RESOLVED – that Cllr G Hutchinson be elected as Chair of the Finance, Asset & Resources Committee for the 2019/20 municipal year.

FAR-2/18 **Election of Vice-Chair**

It was moved by Cllr Mrs A Wignall, seconded by Cllr G Elner and

RESOLVED – that Cllr N Cull be elected as Vice-Chair of the Finance, Asset & Resources Committee for the 2019/20 municipal year.

FAR-3/18 **To Receive Apologies and Reason for Absence.**

RESOLVED - that apologies received from Cllrs P Goulbourne and J Frost - prior engagements - be approved.

FAR-4/18 **Disclosure of Personal and Prejudicial Interests in Items on the Agenda**

None.

FAR-5/18 **Grant Dispensations**

None received.

FAR-6/18 **Minutes**

Cllr R Hartley enquired if the bank accounts had been reviewed as mentioned in minute number FAR-28/18. The Clerk reported that this is currently being looked into.

It was moved by Councillor R Hartley, seconded by Councillor Elner and

RESOLVED – that the minutes of the meeting held on 25 April, 2019 be approved and signed by the Chair as a correct record.

FAR- 7/19 **Consultation on the New Code of Audit Practice**

Councillors read through and commented on the NALC email that accompanied the consultation, it highlighted 4 points to note in the draft code. There were 3 consultation questions, which Cllrs worked through and answers will be submitted to NALC through the Clerk.

FAR-8/19 **Town Hall Washrooms**

The Clerk gave a short background to wall damage in the washrooms caused by an undetected leak (which has now been repaired). 3 quotations for work had been received and reported on.

It was moved by Cllr N Cull, seconded by Cllr G Elner and

RESOLVED – that the contract for the washroom works be awarded to TJM Home Improvements for the cost of £5,200.

FAR -9/19 **Ellesmere Town Hall Entrance**

Due to the size of the project and possible complexity of VAT involved in undertaking both this and a roofing project the Clerk suggested this item be discussed alongside item number 15 on the Agenda.

It was moved by Cllr R Hartley, seconded by Cllr G Elner and

RESOLVED – to move item number 9 on the agenda to be discussed alongside item number 15.

FAR – 10/19 **LED Lighting Conversion**

The Clerk reported that a loan for £24,000 was approved by the Public Works Loan Board earlier in the year, £16,000 for this project and £10,000 towards the new Town Hall Entrance, confirmation has been received that the loan can be drawn down separately for each project. Councillors decided on Highline Electrical as their preferred contractor following a presentation and a test light they erected in September. They had further questions they would like answered before making their final decision.

It was moved by Cllr Mrs A Wignall, seconded by Cllr R Hartley and

RESOLVED – to contact Highline Electrical as the preferred contractor, asking them to conduct a survey of our 84 lights with recommendations for wattage and dimming regime, to be presented to the full Town Council in November.

FAR -11/19 **Ellesmere Leaflet**

Ellesmere Chamber of Commerce have requested a donation of £1,000 towards the production and distribution of the Ellesmere leaflet. They have also requested £1,000 compensation for not receiving the donation towards these costs for 2018/19. Also in the email was information regarding the Chamber of Commerce plans for the future promotion of Ellesmere, they will be holding a presentation on the 30th October, which Councillors have been invited to. Due to the Chamber's plans, they strongly believe that the Town Council should utilise the professional experience of Mark Hooper, their presenter and suggest a contingency fund of £2,000 for budgeted for as well as the £1,000 leaflet costs for 2020/21.

The Clerk reported that £1,000 for 2018/19 had not been made towards leaflet costs, as no request had received and that it was not budgeted for. She further reported, that as a result the £1,000 now being requested has not been included in the 2019/20 budget either. Councillors had a discussion and it was suggested that if the Town Council pays 50% of the leaflet costs that they should have equal input into the design of the leaflet. The Town Council are currently working on their own plans for the future promotion of Ellesmere which they would have been happy to discuss with the Chamber of Commerce had they been approached them prior to making their own arrangements. It was suggested that a copy of the Town Council Grant Awarding Policy and an application form be forwarded to the Chamber Secretary so that they can apply for any future funding towards leaflets and advertising.

It was moved by Cllr G Elner, seconded by Cllr N Cull and

RESOLVED –

(a) to RECOMMEND to Council that a contribution of £1,000 towards the leaflet costs be made for this year with no commitment to any further funding.

(b) to forward a copy of the grant awarding policy and application to the Secretary of the Chamber of Commerce.

FAR-12/19 Cemetery Working Group – Contemplative Arbour

The Clerk reported that Cemetery Co-ordinator, David Jones has confirmed that they are not looking to progress with this project until next year, he will seek quotations to submit to the Town Council for approval then.

FAR-13/19 NALC Financial Regulations 2019

The Clerk reported the 3 minor amendments to the NALC Financial regulations 2019;

- (1) Restriction added to Regulation 11.1.a.ii: Clarifying disapplication of contract regulations to legal professionals limited to those **acting in disputes** only – not general work.
- (2) Update to limits under Public Contract Regulations – footnote to Regulation 11.1.b
- (3) Minor change to heading Regulation 12.

All councillors were in agreement to RECOMMEND to Council that they accept and amend the Town Council Financial Regulations to reflect these changes.

FAR – 14/19 Exclusion of Press and Public

It was moved by Cllr R Hartley, seconded by Cllr N Cull and

RESOLVED - that in accordance with the Public Bodies (Admission to Meetings) Act 1960 and Section 100 (A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in the Acts.

FAR-15/19 **Town Hall Roof**

The Clerk reported that the temporary repairs agreed in minute number 130/19 (viii) have commenced and reported on further works identified. A roof condition report and costs were discussed.

FAR - 16/19 **Ellesmere Town Hall Entrance**

The Clerk reported that tenders for the new lobby have now been received. As previously reported due to the possible VAT implications to this and the roof project advice is being sought. The Clerk recommends passing this and the roof project over to the Town Hall Task & Finish Group to be looked at in full, together with the Town Hall maintenance plan. All Councillors were in agreement.

The meeting closed at 8.27pm

Chair: *K. Hutchins*

Date: *16/12/2019*