



New Alresford Town Council

Alresford Recreation Centre, The Avenue, Alresford, Hants, SO24 9EP
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Minutes of the meeting of the New Alresford Finance Committee held at Alresford Recreation Centre, The Avenue, Alresford, SO24 9EP, on Tuesday 10 September 2019 commencing at 7.30pm

Name	Present	Apologies	Absent
Cllr Divall (Chair)	✓		
Cllr Bean (Vice Chair)		✓	
Cllr Jeffs	✓		
Cllr Evans	✓		
Cllr Gordon-Smith	✓		

ALSO PRESENT: Sarah Johnson – Deputy Town Clerk

The Chair welcomed all present to the meeting.

FI19/048 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE.

Apologies received from Councillor Bean.

Apologies were accepted.

FI19/049 TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY AND NON-PECUNIARY INTERESTS ON ITEMS ON THE AGENDA.

Nothing was declared.

FI19/050 TO APPROVE DISPENSATIONS FOR DISCLOSABLE PECUNIARY INTERESTS UNDER SECTION 33 OF THE LOCALISM ACT 2011.

The Clerk advised nothing was received for this meeting.

FI19/051 PUBLIC PARTICIPATION FOR FIFTEEN MINUTES TO ALLOW MEMBERS OF THE PUBLIC PRESENT TO RAISE QUESTIONS TO ASK QUESTIONS OF, AND MAKE COMMENTS, REGARDING THE TOWN COUNCIL. QUESTIONS NOT ANSWERED AT THIS MEETING WILL BE ANSWERED IN WRITING TO THE PERSON ASKING THE QUESTION OR MAY APPEAR AS AN AGENDA ITEM FOR THE NEXT MEETING. EACH PERSON WISHING TO SPEAK WILL BE ALLOWED A MAXIMUM OF THREE MINUTES.

(Public Bodies (Admission to Meetings) Act 1960, Section 1)

No members of the public present

FI19/052 TO RECEIVE AND APPROVE MINUTES AND RECOMMENDATIONS OF THE FINANCE COMMITTEE MEETING HELD ON 23 JULY 2019

A proposal was received, seconded and voted in favour of accepting the minutes as a true and accurate record of the meeting on 23 July 2019.

RESOLVED: That the minutes of the meeting held on 23 July 2019 be accepted and approved as a true and accurate record.

FI19/053 TO RECEIVE AND REVIEW DEBTORS LIST AND AGREE DEBTS TO BE 'WRITTEN OFF' AS BAD DEBT

The Committee were informed of a recommendation from the Internal Auditor to write off overdue invoices from 2018 that are deemed unrecoverable. The Committee agreed that statements would be reissued to all 2018 debtors one last time, to recover any money owed.

Recommendation 1: Statements sent to all 2018 debtors

FI19/054 TO RECEIVE AND REVIEW COST OF FORUM FOR UPCOMING YEAR

The Committee received and reviewed the quote of £1454.40, which is a significantly reduced rate on the normal Forum charges.

It was proposed, seconded and voted on to approve the Forum quote for £1454.40

RESOLVED: That the Forum quote for £1454.40 is approved.

FI19/055 TO RECEIVE AND REVIEW ANNUAL PAYMENTS FOR IT SUPPORT

The Committee received and reviewed the following annual IT charges:

Technique - Microsoft Office £812.16

- PSTN line £1036.80

- Server Care Pack £498

- IT security £396

- Antivirus £294

E-Mango – Website annual charge £576

Rialtas – Accounts package £741.60

The Committee would like to ensure that Technique provides the Council with correct level of support and security.

Recommendation 1: The annual IT support quotes go for approval at the next full Town Council meeting.

Recommendation 2: Technique invited to meet with representatives of the Committee and provide further information on support and security.

FI19/056 TO RECEIVE AND REVIEW PAYMENTS UP TO 31 AUGUST 2019

The Committee received and reviewed payments for July and August 2019.

Recommendation 1: Payments for July and August 2019 will go to the next town Council meeting for approval.

FI19/057 TO RECEIVE AND REVIEW DETAILED BALANCE SHEET, BANK RECONCILIATION, BANK STATEMENTS, AND INCOME AND EXPENDITURE REPORT AS AT 31 JULY AND 31 AUGUST 2019

The balance sheets, bank reconciliations, bank statements and income expenditure reports for July and August 2019 were received and reviewed.

Recommendation 1: Balance sheets, bank reconciliations, bank statements and income expenditure reports for July and August 2019 will go to the next Town Council meeting for approval.

Recommendation 2: The Chamber of Commerce will be contacted to determine whether the budget of £1700 for Town Schemes Support is still relevant.

FI19/058 TO RECEIVE AND REVIEW PUBLIC WORKS LOANS BOARD STATEMENTS

The Public Works Loans Boards statements were received and reviewed. It was noted that two loans reached maturity in 2019.

F119/059 TO AGREE FINANCE AND FACILITIES COMMITTEE FIVE YEAR PLAN

The Committee were advised that under the proposed new Terms of Reference for a combined Finance and Facilities Committee (to be approved at the next Full Town Council meeting), this Committee would oversee the Premises budget.

The Committee discussed:

- Potential costs savings from utilities (currently being explored)
- Necessary improvement to the plumbing and electrics at Arlebury Park
- Refurbishing the entrance hall at Arlebury Park

F119/060 TO AGREE BUDGET PROCESS

The Committee agreed that other Committees will be asked to submit their five-year plans for review in October. The budget for 2020/2021 will be revised in November and approved at full Town Council in December.

Recommendation 1: Committees will submit their five-year plans for consideration in the budget, in October 2019.

F119/061 TO RECEIVE AND REVIEW CO-OPTION POLICY

The Committee received and reviewed the Co-Option Policy.

Recommendation 1: The Co-option Policy goes to the next full Town Council meeting for approval.

F119/062 REPORTS AND ISSUES - FOR INFORMATION ONLY

- (i) VAT rebate reclaimed £7144.83**
- (ii) Refitting of low energy lights in Bar area**
It was noted that Flow vision conducted this work at antisocial hours so as not to disrupt businesses. They were thanked by the Committee.
- (iii) Bar lights and emergency lighting fitted**
- (iv) Cllr Gordon Smith and Cllr Bean are now signatories on the Council Lloyds bank account**

The meeting concluded at 9.10 pm

DATE OF NEXT MEETING WEDNESDAY 9TH OCTOBER 2019, 7.30PM