

Draft	<p style="text-align: center;"><b>New Alresford Town Council Finance Committee Meeting</b> held at the Arlebury Park 7.30pm Monday 31<sup>st</sup> October, 2016</p>	Page 8
Present	<p><b>Cllrs:-</b> M. Power, K. Barrett, S. Evans (arrived 8.00pm) L. Griffiths, S. Kerr-Smiley, A. Saunders, I. Spencer <b>Clerks:</b> J. Cleve(<b>Finance</b>) S.Kavanagh (<b>Town</b>)</p>	
33	<b>Apologies.</b> Cllr. B. Jeffs, E. Jeffs	
34	<b>Declarations of Interest on Agenda Items</b>	
34.1	<b>Name:</b> Cllr. Evans <b>Item:</b> Cleaning Procurement <b>Type:</b> Personal. <b>Reason:</b> Cllr. Evans is acquainted with one of the Cleaning Company owners quoting for the cleaning contract.	
35	<b>Minutes of Meeting - Minutes of Meeting held 2<sup>nd</sup> June, 2016</b>	
35.1	<b>Resolution:</b> To approve the Minutes of 2 <sup>nd</sup> June, 2016 as true and accurate. <b>Proposed:</b> Cllr. Barrett <b>Seconded:</b> Cllr. Spencer ( <b>AGREED</b> )	
36	<b>Public Participation - None</b>	
37	<b>Status of Financial Actions</b>	
37.1	<b>Resolution:</b> For Lloyds account payments to be set-up by Finance Clerk and the release of funds to be authorised by two Cllr. signatories. <b>Proposed:</b> Cllr. Power. <b>Seconded:</b> Cllr. Griffiths. ( <b>AGREED</b> )	
37.2	<b>Resolution:</b> For matters reported on the Annual Governance Statement 2015/16 relating to the ARC to be investigated by the ARC sub- committee. Items 2/3/7. <b>Proposed:</b> Cllr. Power. <b>Seconded:</b> Cllr. Griffiths. ( <b>Agreed</b> )	
37.3	<b>Resolution:</b> For the ARC sub-Committee to monitor the ARC budget and produce monthly statements to be agreed by Full Council. <b>Proposed:</b> Cllr. Power. <b>Seconded:</b> Cllr. Barrett ( <b>Agreed</b> )	
38	<b>Budget 2016/17</b> – A discussion took place to clarify the movements agreed at Full Town Council on 21 <sup>st</sup> June. <b>(1)</b> To move the agreed budget reduction of £950 from Personnel Costs and the agreed budget reduction from ARC cleaning budget of £950 totalling £1900 to Recreation Committee Playground Equipment Reserve. <b>(2)</b> The £21,000 ARC budget to be moved to a ‘named’ expenditure. <b>(3)</b> For Finance Clerk to confirm the minute moving £3,900 changing room cleaning from Dept .1 Office to Dept. 4 Recreation.	
39	<b>Finance Yr. to Date</b> – A review of the ARC 2015/16 receipts and 2016/17 receipts to date indicated a reduction in bar receipts. This was investigated and reported as a higher number of functions held in the same period in 2015/16.	
40	<b>Balance Sheet</b> - Finance Clerk to report back with an explanation of Sales Tax and Purchase Tax	
41	<b>Profit &amp; Loss – APPROVED</b>	
42	<b>Aged Debtors</b> - Finance Clerk to contact Music Festival in respect of their outstanding debt. Cllr. Barrett to contact –the Football Club in respect of their outstanding debt. ( <b>AGREED</b> )	
43	<b>ARC Card Machine – Resolution:</b> To approve World Pay Standard package (fixed unit) as the ARC Card Machine provider. <b>Proposed:</b> Cllr. Evans. <b>Seconded:</b> Cllr. Kerr-Smiley ( <b>AGREED</b> )	
44	<b>Risk Assessment</b> – Long Term Deferred awaiting current situation. Short Term Risk Assessment to be tabled at future Finance meetings.	
45	<b>Internal Auditor -</b>	
45.1	<b>Resolution:</b> To change Internal Auditor every three years. <b>Proposed:</b> Cllr. Power. <b>Seconded:</b> Cllr. Griffiths ( <b>AGREED</b> )	
45.2	<b>Resolution:</b> To write to the Internal Auditor informing him of Councils intention to Change Auditors. <b>Proposed:</b> Cllr. Power. <b>Seconded:</b> Cllr. Griffiths. ( <b>AGREED</b> ) Clerk to contact Internal Auditor to ascertain his present intentions in light of his illness,	
46	<b>Balance Sheet Resolution:</b> To review the quotes to commission a Balance Sheet. ( <b>REJECTED</b> )	

47	<b>Earmarked Reserves - Resolution:</b> To identify and designated reserves commissioned for future projects prior to year-end. <b>Proposed:</b> Cllr. Power. <b>Seconded:</b> Cllr. Griffiths <b>(AGREED)</b>	
48	<b>Financial Regulations - Resolution:</b> To recommend that Full Council accept the Financial Regulations recently retrofitted with new advice from HALC. <b>Proposed:</b> Cllr. Power. <b>Seconded:</b> Cllr. Kerr-Smiley <b>(AGREED)</b>	
49	<b>Cleaning Outsourcing- Resolution:</b> To produce a spreadsheet giving a breakdown of internal expenses against external quotes. <b>Proposed:</b> Cllr. Griffiths. <b>Seconded</b> Cllr. Power <b>(AGREED)</b> Item scheduled for decision at next Finance meeting.	
50	<b>Resolution:</b> For Cllr. Barrett to prepare a paper on where we are with the sports club licences. <b>Proposed:</b> Cllr. Power. <b>Seconded:</b> Cllr. Spencer <b>(AGREED)</b>	
51	<b>Review of PWLB Commitments – Resolution:</b> To repay PWLB early <b>(REJECTED)</b> Rejection due to repayment charges.	
52	<b>ARC Sub- Committee.</b>	
52.1	<b>Resolution:</b> To recommend to Full Council a Sub-Committee of the Finance Committee be introduced to review the ARC. <b>Proposed:</b> Cllr. Power. <b>Seconded:</b> Cllr. Saunders. <b>(AGREED)</b>	
52.2	<b>Resolution:</b> To approve the terms of reference for the ARC Sub-Committee to be ratified by Full Council. <b>Proposed:</b> Cllr. Power. <b>Seconded:</b> Cllr. Saunders <b>(AGREED)</b>	
53	<b>Next Schedule Meeting – Thursday, 7.30pm 13<sup>th</sup> October, 2016</b>	
	<b>Meeting Closed 22.20</b>	<b>Page 9</b>

