

17th November, 2015

DURSLEY TOWN COUNCIL

MINUTES of the PROCEEDINGS at the MEETING of the COUNCIL held in the Meeting Room at the Methodist Church, Castle Street, Dursley at 7:30pm on Tuesday, 17th November, 2015.

Action Summary:

9521.1	Award emergency grant to Dursley in Bloom	9522.1	Appoint Peter Newman as Council's Internal Auditor
9521.2	Provisionally allocate £7,000 for Dursley Community Centre grant in the Council's budget setting process.	9522.2	Take forward the provisional draft three year programme
9522.1	Town Clerk (RFO) to check staff income figure in Income and Expenditure for the financial year 2015-2016	9522.3	Town Clerk (RFO) to check and amend the draft budget and adjust the January meeting schedule for Council
9522.1	Town Clerk (RFO) to check and amend reserves report	9522.3	Draft & issue a formal letter of complaint to Lloyds Bank

PRESENT

Cllr C Nelmes, Mayor
Cllr N Grecian, Deputy Mayor

Councillors: J Ball, S Creswick, P Hayes, M Laybourne, R Blackwell-Whitehead, M Nicholson and B Cairns.

Also present: John Kay, Town Clerk and Leah Wellings, Deputy Town Clerk.

Absent: Councillors M Chappell, S Abraham and A Lodge

TO RECEIVE APOLOGIES FOR ABSENCE

9517

Apologies for absence were accepted from Councillor F Firth (personal), A Stennett (work), L Patrick (personal), J Burdge (personal) and B Marsh (personal).

MEMBERS' DECLARATIONS OF INTEREST

9518

Councillor Ball declared a disclosable pecuniary interest in agenda item 6, minute item 9521, as an employee of the Dursley and District Community Association.

Councillor Creswick declared a personal interest in agenda item 6.1, minute item 9521.1, as a member of Dursley in Bloom.

REQUESTS FOR DISPENSATIONS

9519

No requests for dispensations were received.

REPRESENTATIONS FROM THE PUBLIC

9520

There were no representations from the public.

MATTERS RELATING TO GRANTS

9521

Councillor Ball withdrew from the meeting.

9521.1 Emergency Grant Application from Dursley in Bloom

IT WAS RESOLVED to approve the emergency grant application and award £500 to Dursley in Bloom.

Councillor Creswick abstained from the vote.

9521.2 Revenue Grant Application from Dursley Community Centre

It was recognised that the Dursley and District Community Association had made positive progress towards implementing their business plan.

IT WAS RESOLVED to provisionally allocate £7,000 in the budget setting process for the grant, which would be tied into a review process for the centre and confirmed in January, subject to the overall Council budget.

Councillor Ball re-joined the meeting.

BUSINESS RELATING TO COUNCIL FINANCE

9522

9522.1 Council's Accounts 2015/2016

- (i) Income and expenditure for the financial year 2015-2016 (Appendix A) was reviewed.

A slight overspend was noted, due to additional staffing costs relating to RFO support and issues with the current financial IT system.

IT WAS RESOLVED that the Town Clerk check the £6,006.60 receipt figure in the staff budget code 100.

- (ii) The report outlining use of reserves was considered (Appendix B).

The total reserves figure for the balance at 10/11/15 was amended due to a calculation error.

IT WAS RESOLVED that the Town Clerk check the Temporary Staff figure and include figures relating to the non-earmarked general reserves; the changes to reserves were approved moving forward. Councillor Creswick offered to assist the Town Clerk.

- (iii) The following quotations relating to a replacement internal auditor were considered:
- Auditing Solutions - £410 (+VAT).
 - Peter Newman - £180

It was noted that Auditing Solutions had invoiced the Council £100 for preparation works undertaken relating to the recently postponed audit.

IT WAS RESOLVED to appoint Peter Newman as the internal auditor; the appointment results in a cost saving for the Council.

9522.2 Three Year Programme for 2016/2019

- (i) **IT WAS RESOLVED** to provisionally agree the draft three year programme (Appendix C), in order to confirm the three year Business Plan 2016-19; the Business Continuity Plan would remain as programmed but would be brought forward if workload allowed.

9522.3 Budget for the Financial Years 2016-2019

Agenda items 7.3 (i) and 7.3 (ii) were taken together (minute 9522.3 (i)).

- (i) The Policy and Finance Committee Chairman introduced the draft estimates of Council's income and expenditure for the financial year 2016-17 and 2017-19; the 2016-19 budget summary sheet, individual committee budgets and precept calculations were considered line by line.

It was noted that the estimates show an increase of 8.30% in the precept required for 2016-17; the LCTS grant figures may need to be adjusted to take account of a Government announcement expected on 19th December 2015; the Citizens Advice Bureau is expected to submit a grant application to full Council on 1st December 2015, estimate figures may need to be adjusted for Code 551 if it is supported; the figures for Codes 120 and 199 will be checked by the Town Clerk for double counting and amended if required; the tax base figure is expected to rise in the future given the impact from Littlecombe; any precept increase needs to be clearly justified and should not rise unnecessarily.

IT WAS RESOLVED to make the necessary budget adjustments arising from the issues noted above and consider this amended provisional budget at the Council meeting in January 2016, which would be rescheduled to take place at the middle of the month to accommodate the budget planning process if required.

9522.4 Online Banking Issue with Lloyds Bank

The Town Clerk as RFO reported on the problems experienced trying to set up online banking with Lloyds Bank; the problems resulted in a considerable amount of lost staff time and a recent failure to complete a BACS salary payment.

Moving bank was discussed; having a bank located in the town was considered to be of great benefit to the Council office.

IT WAS RESOLVED to write a formal letter of complaint to Lloyds Bank from the Mayor, seeking a rapid solution, compensation for lost staff time and explaining that unless resolved, the accounts would be closed and moved to another bank.

The meeting closed at 8:45pm.

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Town Mayor

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Date