

DURSLEY TOWN COUNCIL

MINUTES and REPORT of the MEETING of the POLICY AND FINANCE COMMITTEE of the Council held in the Methodist Church Rooms, Castle Street, Dursley at 7.00 p.m. on Thursday 20th October 2016 for presentation to the Council on the 1st November 2016.

PRESENT

Chairman: Councillor L Patrick

Councillors: S Creswick, M Laybourne, Mayor Grecian and A Stennett.

In Attendance: Town Clerk, J Kay.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S Abraham, J Burdge, M Nicholson P Hayes (all personal) and Cllrs C Nelmes & B Cairns (business).

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. REQUEST FOR DISPENSATIONS

There were no requests for dispensations.

4. REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

There were no representations from the public.

5. MINUTES

The Minutes of the meeting held on the 13th September 2016 were approved and signed.

6. TO CONSIDER FINANCIAL MANAGEMENT REPORT

The Town Clerk provided a brief update on the changes of management at our current software provider.

IT WAS RESOLVED to remain with the current supplier and to review the situation following completion of the Annual Return for 2016/17. The Committee would like to see a remote help function and the ability to “sweep” funds on a daily basis introduced with any improvements to Scribe 2000.

7. ANNUAL RETURN 2015/16

The Town Clerk provided feedback on the comments received from the external auditor.

IT WAS RESOLVED that the Committee would note the comments made by the external and make the necessary changes in the 2016/17 Annual Return:

- To record the funds held in the Public Sector Deposit Account in Box No. 9
- To restate the 2016 figures with “restated” in Box 8 & Box 9.
- To publish the “rights of objection, inspection and questioning of the external auditor” for a period of 30 days.
- To “restate” the figure in Box 10 – Total Borrowings.

8. DRAFT BUSINESS CONTINUITY POLICY

Mayor Grecian joined the meeting.

IT WAS RESOLVED to recommend to Council the approval of the draft Business Continuity Policy and for the Town Clerk to confirm current key holder contacts with the alarm company for Jacobs House.

9. DEPUTY MAYORAL CHAIN OF OFFICE

The committee considered the two options provided and had a discussion on the appropriate style of the chain of office.

IT WAS RESOLVED that a ribbon would be more appropriate than the chain included in the options from Thomas Fattorini Ltd and the ribbon to be a shade of blue, matching the blue within town crest

IT WAS AGREED that the Town Clerk would request from the supplier:

- For a sample of the ribbon and a picture of the style to be supplied to the Town Council.
- To confirm the extent of the gold plate finish.
- To request opinion of the need for “hard gold plating”, this leaving a silver-gilt finish in relation to the ongoing wear and cleaning.

10. COMMITTEE ACTION PLAN 2017-20

IT WAS RESOLVED to recommend to Council the draft Action Plan 2017-20 with the amendment of the COSHH Update being carried over to 2017/18 from 2016/17.

11. POLICY & FINANCE BUDGET 2017-20

IT WAS RESOLVED to recommend to Council the draft budget for 2017 to 2020 with the following amendments:

- Reduce election costs to nil due to the level of earmarked reserve currently held.
- Increase the Mayoral allowance to £500.
- Leslie D Gale Award costs to be re-coded to the Administration budget (Code 100)

12. **IT WAS RESOLVED** to carry out the remainder of business in committee due to the confidential nature of the business. There were no members of the public or press present.

13. FUTURE USE OF COUNCIL RESERVES FOR PROJECTS

A discussion was held on the Town Council's financial position to use reserves and the ability to borrow funds that would allow capital projects to be delivered that would benefit Dursley.

IT WAS AGREED to recommend to Council to “consider the use of reserves and borrowing funds to enable local projects that would be beneficial to Dursley” at the Council meeting on the 1st November 2016.

There being no further business, the meeting closed at 9:15p.m.

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Chairman

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Date