

**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 7.30 p.m. on Tuesday, 16<sup>th</sup> June 2015 for presentation to the Council on the 7<sup>th</sup> July 2015.

**PRESENT**

Chairman: Councillor R Blackwell-Whitehead

Councillors: C Nelmes, N Grecian, M Laybourne, S Creswick, B Marsh

In Attendance: Deputy Town Clerk, L Wellings; Administration and Accounts Assistant, A Lyon

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors L Patrick (personal), M Nicholson (work), A Stennett (work) and F Firth (personal).

**2. DECLARATIONS OF INTEREST**

Councillors Nelmes and Creswick each declared a personal interest in agenda/minute item 7, as members of the Youth Centre Management Committee.

**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 meetings held on the 21<sup>st</sup> April 2015 and 13<sup>th</sup> May 2015 were approved and signed.

**6. FINAL INTERNAL AUDIT REPORT 2014/15**

Members considered the final Internal Audit Report for 2014/15 and recommendations.

THE COMMITTEE AGREED to accept the Auditor's recommendations (Appendix 1). Arrangements will be made to implement the associated actions required for recommendations R1 through to R8 and investigate recommendations R9, R10 and R11, making any necessary changes and provisions to ensure that the Annual Return to the External Auditor is correct and completed within the deadline.

**7. YOUTH CENTRE PROJECT ACCOUNTS**

Members received an update from Councillor Nelmes on the accounts and a review to adjust the project costs between the Council and Tabernacle Church.

It was noted that a payment of £1600 relating to floor joist works will be taken out of the Council's budget; overall the Council's costs are under budget and the Tabernacle costs are at the maximum budget limit; the budget adjustment will be formally agreed at the July Council meeting; the front window glazing has yet to be replaced at the contractors expense and 10% of the building costs are being held back for the first year, which will start when final account are agreed and the architect completion certificate is received.

It was noted that dates have been set to interview the 3 youth service providers who submitted tenders for the Cam and Dursley youth service provision; Council will receive a recommendation at the July meeting and the successful contractor is expected to start in September 2015.

8. UPDATE ON THE COMMUNITY PLAN.

Members noted a brief update report from Vale Vision; revision work is ongoing, plan reformatting to the preferred style is proving straightforward but the requirement to ensure commitment from others to planned actions is likely to be more problematical.

9. ELECTRONIC AGENDA TRIAL

Members considered a report by the Town Clerk recommending Council trial electronic agenda/notes for the Committee over 2015/16.

THE COMMITTEE AGREED to undertake the trial; Councillors Creswick and Marsh opted out and will continue to receive paper copies; the Council office will implement practical steps to ensure electronic papers are properly ordered; the laptop and projector will be used for meetings; staff feedback will be sought during the trial and photocopier logs monitored to identify savings.

Councillor Creswick raised the need for Council to make effective investment arrangements to generate greater funds through interest payments.

There being no further business, the meeting closed at 8:30 p.m.

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Chairman  
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Date