

**Thorpe St Andrew Town Council**  
**Minutes of the Finance and Staff Committee meeting**  
**held on 19 April 2017 at 7.30pm**

**1 Present: Mr I Mackie (Vice-Chairman)**

Mr J Ward                      Mrs T Mancini-Boyle  
Mr L Reeves

**Apologies:** Miss S Lawn (Chairman), Mr F Bowe, Mr J Emsell

**In attendance:**

Mr T Foreman      Mrs J Fenn  
(Town Clerk)      (Dep. Clerk and RFO)

**2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

<b>Member</b>	<b>Minute No &amp; Heading</b>
Mr L Reeves	7. Sponsorship Opportunities. As a local business owner Mr L Reeves did not participate or vote on this item.

**3 MINUTES**

The Minutes of the meeting held on 23<sup>rd</sup> January 2017 were agreed and signed as a true record.

**4 PUBLIC SESSION (limited to 3 minutes per speaker)**

None

**5 FINANCE – APRIL 2016 TO DECEMBER 2016**

- i. Annual Review –
  - a. Internal Control

The Finance and Staff Committee reviewed the annual review of the effectiveness of internal control. This was duly signed by the Mr I Mackie and Mrs J Fenn.

b. Internal Audit

The Finance and Staff Committee reviewed the annual review of the effectiveness of internal audit. This was duly signed by Mr I Mackie and Mrs J Fenn.

ii. Risk Assessments

The Finance and Staff Committee considered the risk assessments which had been previously distributed. Mrs J Fenn provided an overview of the risk and these were duly AGREED by the Finance and Staff Committee.

iii. Financial Regulations

An update of the Financial Regulations was considered by the Finance and Staff Committee. Mrs J Fenn and Mr T Foreman provided an overview of the regulations which Members considered in great detail. It was proposed by Mr I Mackie and seconded by Mrs T Mancini-Boyle to adopt the Financial Regulations.

iv. Bank Reconciliation Statement

The Bank Reconciliation Statement was reviewed, agreed and signed as a true record.

v. Direct Debits

A list of the current Direct Debits was considered by the Finance and Staff Committee. It was proposed by Mr I Mackie and seconded by Mr L Reeves to NOTE these Direct Debits.

vi. Receipts and Payments

The summary of Receipts and Payments was NOTED by the Committee.

## **6 STREETLIGHTING PROJECT**

Three Quotations for the supply and installation of footway lighting was considered by the Finance and Staffing Committee. Mr T Foreman explained that a recommendation to the Town Council is needed as the financial cost is greater than the delegated power of the Finance and Staff Committee.

The Committee discussed the three quotations at length and decided that subject to installation timescales, Contractor A was the preferred supplier. It was proposed by Mr J Ward, seconded by Mr I Mackie and on a show of hands with all in favor AGREED to make this recommendation to the June 2017 Town Council meeting.

## **7 SPONSORSHIP OPPORTUNITIES**

Mr L Reeves played no part in the meeting for the duration of this item.

Mr T Foreman gave a verbal report relating to sponsorship opportunities which had previously been approved by the Town Council. It was requested that the sum of £200 plus VAT be charged for roundabout sponsorship. It was proposed by Mr I Mackie, seconded by Mr J Ward and on a show of hands with all in favour RESOLVED to charge £200 plus VAT for roundabout sponsorship, with the cost of signage to also be

paid for by the companies. A further offer of 'payment in kind for services to the Town Council' would also be accepted, with power delegated to the Town Clerk to approve these offers.

**8 REVIEW OF TOWN COUNCIL HEALTH AND SAFETY POLICY**

The Finance and Staff Committee read and discussed the Health and Safety Policy and Code of Guidance documents. These documents were duly AGREED.

**10 DATE OF NEXT MEETINGS**

Annual Town Council Meeting	8 May 2017
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*The meeting closed at 20.40.*

*Signed: .....*

*Dated: .....*

