

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE BEECH ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON MONDAY 11 JUNE 2012 AT 8.30AM

Present: In the Chair Cllr M. F. Way
Town Mayor Cllr D. J. Goodman
Cllr M. J. Kingdon Cllr Mrs R. McCool
Cllr S. K. White

In Attendance: Deputy Town Clerk/RFO/Project Co-ordinator Mr A. C. Coates

F1/12 **APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs C. E. and S. W. Lock.

F2/12 **CHAIRMAN'S ANNOUNCEMENTS**

Nil.

F3/12 **DECLARATIONS OF INTEREST**

Nil.

F4/12 **APPROVAL OF MINUTES**

Finance Committee 8 May 2012
It was RESOLVED that these minutes be approved.

F5/12 **ACCOUNTS FOR PAYMENT**

It was RESOLVED that the accounts in the sum of £58908.19 be approved for payment.

F6/12 **ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2012**

- a) Members noted a copy of the above accounts and it was RESOLVED that these be approved.
- b) Members noted a copy of a letter received from the Council's Internal Auditor and it was RESOLVED that this be approved.
- c) Members noted a copy of the Annual Return and it was RESOLVED that this be approved.
- d) It was RESOLVED that the Analysis of General Reserves and Capital Reserves be approved by members.
- e) It was RESOLVED that the Bank Reconciliation for the year ending 31 March 2012 be approved by members and signed by the Chairman of this Committee and the Responsible Finance Officer.
- f) Members noted a copy of the Annual Governance Statement and it was RESOLVED that this be approved.

F7/12 **BUS COMPANIES**

Members noted that the RFO was requesting permission to pursue an initiative to encourage bus companies to visit South Molton, particularly on

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market days, and to allocate a maximum budget of £500 to be spent on advertising or as an incentive to the travel companies. It was RESOLVED that this request be approved and the RFO will report back in due course regarding progress with this matter.

F8/12 **WEEKLY WAGES**

The RFO reported that all weekly paid staff will be transferred to monthly wages with effect from July 2012 and this information was noted by members.

F9/12 **TOWN BROCHURE**

The RFO reported regarding the proposed publication of a South Molton Town Brochure. Members were pleased to learn of this project and it was RESOLVED that the RFO continues with the compilation of this brochure and that it is presented to members for approval prior to publication.

There being no further business the meeting closed at 9.47am.

Chairman

Date

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE OAK ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON MONDAY 9 JULY 2012 AT 8.30AM

Present: In the Chair Town Mayor Cllr D. J. Goodman
Cllr M. J. Kingdon Cllr S. K. White

In Attendance: Deputy Town Clerk/RFO/Project Co-ordinator Mr A. C. Coates

F10/12 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs C. E. and S. W. Lock and Way.

F11/12 In the absence of the Chairman and Vice Chairman it was RESOLVED that Cllr Goodman take the chair.

F12/12 CHAIRMAN'S ANNOUNCEMENTS

Nil.

F13/12 DECLARATIONS OF INTEREST

Nil.

F14/12 APPROVAL OF MINUTES

Finance Committee 12 June 2012
It was RESOLVED that these minutes be approved.

F15/12 ACCOUNTS FOR PAYMENT

It was RESOLVED that the accounts in the sum of £43502.69 be approved for payment.

F16/12 APPLICATIONS FOR DONATIONS

a) Members considered the applications from the following organisations and it was RESOLVED that donations be awarded in the 2012/2013 financial year as follows:

South Molton Rugby Football Club	£800
South Molton & District Volunteer Bureau	£400
Citizens Advice Bureau	£480
South Molton Youth Resource Centre	£250 to be released when evidence has been provided that the board has been installed at the centre.

b) Members noted a letter received from South Molton Football Club in support of their previous application for a donation. It was RESOLVED that £1000 be awarded for the 2012/2013 financial year to be used towards vital plumbing works.

There being no further business the meeting closed at 9.20am.

Chairman

Date

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE GARDEN ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON MONDAY 13 AUGUST 2012 AT 8.30AM

Present: In the Chair Cllr M. F. Way
Town Mayor Cllr D. J. Goodman
Cllr M. J. Kingdon Cllr Mrs C. E. Lock
Cllr S. W. Lock Cllr Mr R. McCool

In Attendance: Deputy Town Clerk/RFO/Project Co-ordinator Mr A. C. Coates

F17/12 APOLOGIES FOR ABSENCE

Apologies were received from Cllr S. K. White.

F18/12 CHAIRMAN'S ANNOUNCEMENTS

Nil.

F19/12 DECLARATIONS OF INTEREST

Nil.

F20/12 APPROVAL OF MINUTES

Finance Committee 9 July 2012
It was RESOLVED that these minutes be approved.

F21/12 ACCOUNTS FOR PAYMENT

It was RESOLVED that the accounts in the sum of £63763.32 be approved for payment.

F22/12 TOWN GUIDE

The RFO reported to members regarding the production of the above and a draft copy of this publication was approved. Members were pleased to learn that advertising costs had funded this publication and that it would be distributed widely within the town at the end of August.

F23/12 COACH DRIVERS INFORMATION PACK

The RFO reported to members on a recent meeting with a representative for Coach Drivers regarding the promotion of South Molton to relevant coach companies. It was RESOLVED that Mr Alan Payling be appointed at a cost of £478.50 to promote South Molton as a venue for coach excursions. This cost will incorporate the remainder of 2012 along with insertion into a Coach Drivers Information Pack in Spring 2013

F24/12 GULLACOMBES VALUATION

The RFO had previously forwarded a report regarding the above which was noted by members. The RFO also reported on a meeting he had attended

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the previous week and it was agreed that if any Option Agreements are negotiated in the future the terms and conditions are looked at more closely.

There being no further business the meeting closed at 9.40am.

Chairman

Date

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE OAK ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON MONDAY 10 SEPTEMBER 2012 AT 8.30AM

Present: In the Chair Cllr Mrs C.E.Lock
Town Mayor Cllr D. J. Goodman
Cllr S. W. Lock Cllr Mr R. McCool
Cllr S. K. White

In Attendance: Deputy Town Clerk/RFO/Project Co-ordinator Mr A. C. Coates

F25/12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Way.

F26/12 CHAIRMAN'S ANNOUNCEMENTS

Nil.

F27/12 DECLARATIONS OF INTEREST

Nil.

F28/12 APPROVAL OF MINUTES

Finance Committee 13 August 2012
It was RESOLVED that these minutes be approved.

F29/12 ACCOUNTS FOR PAYMENT

It was RESOLVED that the accounts in the sum of £24796.23 be approved for payment.

F30/12 ANNUAL BUDGET MEETING

Members noted that the RFO was requesting that he is notified by 30 September 2012 if there are any items they wish to be considered for inclusion at the Annual Budget Meeting.

F31/12 DONATION TO LOCAL ORGANISATION

Members considered an application from Shelter Devon for a donation in the 2012/2013 financial year and it was RESOLVED that monies in the sum of £50 be awarded for this Financial Year,

F32/12 EXTERNAL AUDIT REPORT

The RFO reported to Members that the Accounts for Year Ended 31 March 2012 have been audited by the External Auditor and that no queries were raised by them. It was also pointed out that next year the External Audit will be performed by Grant Thornton Chartered Accountants in Exeter as the Audit Commission is ceasing to audit Local Authorities.

There being no further business the meeting closed at 8.45am.

Chairman

Date

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE GARDEN ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON MONDAY 8 OCTOBER 2012 AT 8.30AM

Present: In the Chair Cllr M. F. Way
Town Mayor Cllr D. J. Goodman
Cllr Mrs C. E. Lock Cllr Mr R. McCool

In Attendance: Deputy Town Clerk/RFO/Project Co-ordinator Mr A. C. Coates

F33/12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Kingdon, S. Lock and White.

F34/12 CHAIRMAN'S ANNOUNCEMENTS

Nil.

F35/12 DECLARATIONS OF INTEREST

Nil.

F36/12 APPROVAL OF MINUTES

Finance Committee 10 September 2012
It was RESOLVED that these minutes be approved.

F37/12 ACCOUNTS FOR PAYMENT

It was RESOLVED that the accounts in the sum of £52304.48 be approved for payment.

F38/12 PANNIER MARKET

The RFO reported on the planned refurbishment of the interior of the Pannier Market by Town Council staff. Members were pleased to learn of this proposal and it was RESOLVED that the RFO be permitted to spend up to a maximum of £5000.00 for these works.

F39/12 LIGHTS IN BAR AREA OF NEW ASSEMBLY ROOM

The RFO reported on a suggestion to install new lights behind the Bar in the New Assembly Room. It was RESOLVED to accept a quote from W. H. Buckingham when received

There being no further business the meeting closed at 8.47am.

Chairman

Date

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE GARDEN ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON MONDAY 12 NOVEMBER 2012 AT 8.30AM

Present: In the Chair Cllr M. F. Way
Town Mayor Cllr D. J. Goodman
Cllr Mrs C. E. Lock Cllr S. W. Lock

In Attendance: Deputy Town Clerk/RFO/Project Co-ordinator Mr A. C. Coates

F40/12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Kingdon, McCool and White

F41/12 CHAIRMAN'S ANNOUNCEMENTS

Nil.

F42/12 DECLARATIONS OF INTEREST

Nil.

F43/12 APPROVAL OF MINUTES

Finance Committee 8 October 2012
It was RESOLVED that these minutes be approved.

F44/12 ACCOUNTS FOR PAYMENT

It was RESOLVED that the accounts in the sum of £26916.93 be approved for payment.

F45/12 REVIEW OF CHARGES

Members had previously been forwarded details of all charges due for review. It was RESOLVED that the following changes become effective from 1 April 2013:

Town Hall Sunday Hire – that Sunday rates be charged at the same as the Monday to Saturday rate.

Amory Centre – that an evening rate of £10 per hour for an interview room and £15 per hour for a meeting room be introduced.

All other charges would remain unaltered.

F46/12 HALF YEARLY ACCOUNTS

Members noted a copy of the half yearly accounts for the period ending 30 September 2012 and it was RESOLVED that these be approved.

F47/12 WINTER WONDERLAND

Members noted that South Molton Business Association, who organise the above event, were requesting a contribution of up to £200 towards the

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attendance of 'Hearts Angels' at the late night shopping event. It was RESOLVED that a donation of £100 be approved.

There being no further business the meeting closed at 9.40am.

Chairman

Date

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE BEECH ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON MONDAY 10 DECEMBER 2012 AT 8.30AM

Present: In the Chair Cllr M. F. Way
Town Mayor Cllr D. J. Goodman
Cllr Mrs C. E. Lock Cllr S. W. Lock
Cllr S. K. White

In Attendance: Deputy Town Clerk/RFO/Project Co-ordinator Mr A. C. Coates

F48/12 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Kingdon.

F49/12 **CHAIRMAN'S ANNOUNCEMENTS**

Nil.

F50/12 **DECLARATIONS OF INTEREST**

Nil.

F51/12 **APPROVAL OF MINUTES**

Finance Committee 12 November 2012
It was RESOLVED that these minutes be approved.

F52/12 **ACCOUNTS FOR PAYMENT**

It was RESOLVED that the accounts in the sum of £19642.63 be approved for payment.

F53/12 **LICENCE FOR CIVIL CEREMONIES**

Members noted that the licence to hold Civil Ceremonies in the Amory Centre expires in May 2013. The RFO reported on the costs involved if we re-applied for a further period and detailed the income received to date. Following discussion it was RESOLVED not to re-apply for a Licence for the Amory Centre.

There being no further business the meeting closed at 8.46am.

Chairman

Date

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE OAK ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON MONDAY 14 JANUARY 2013 AT 8.30AM

Present: In the Chair Cllr M. F. Way
Town Mayor Cllr D. J. Goodman
Cllr Mrs C. E. Lock Cllr S. W. Lock
Cllr S. K. White

In Attendance: Deputy Town Clerk/RFO/Project Co-ordinator Mr A. C. Coates

F54/12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Kingdon and McCool.

F55/12 CHAIRMAN'S ANNOUNCEMENTS

Nil.

F56/12 DECLARATIONS OF INTEREST

Nil.

F57/12 APPROVAL OF MINUTES

Finance Committee 10 December 2012
It was RESOLVED that these minutes be approved.

F58/12 ACCOUNTS FOR PAYMENT

It was RESOLVED that the accounts in the sum of £27849.02 be approved for payment.

F59/12 LICENCES

The RFO reported that he was recommending that no changes be applied to the current licences for users of the Amory Centre. It was RESOLVED that due to the current economic climate this recommendation be approved.

F60/12 TOWN & PARISH FUNDING

The RFO advised members on the above and it was RESOLVED that permission be granted to pursue the only suggestion which has been progressed from George Nympton Parish Council to extend the footpath along Alswear Road through the woods. The RFO reported that there was no financial implication to the Town Council but he would report back on progress in due course if this situation altered.

F61/12 CHRISTMAS LIGHTS

The RFO was recommending that we extend the icicles all the way down East Street and on the Square and it was RESOLVED to approve related expenditure up to a maximum of £5000. Members wished for a Merry Christmas sign to be positioned on the Post Office Building. It was also

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suggested that £5000 be allocated annually to enhance the Christmas lights and this will be reviewed in twelve months time.

F62/12 REVISED SYSTEM OF PRECEPT SETTING

The RFO reported on the new system, details of which had been previously circulated to members, regarding the revised Council Tax base calculation which reflects on the precept setting process. These details were noted by members.

There being no further business the meeting closed at 9.32am.

Chairman

Date

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE OAK ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON MONDAY 14 JANUARY 2013 AT 8.30AM

Present: In the Chair Cllr M. F. Way
Town Mayor Cllr D. J. Goodman
Cllr M. J. Kingdon Cllr Mrs C. E. Lock
Cllr S. W. Lock Cllr Mrs R. McCool
Cllr S. K. White

In Attendance: Deputy Town Clerk/RFO/Project Co-ordinator Mr A. C. Coates

F54/12 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr

F55/12 **CHAIRMAN'S ANNOUNCEMENTS**

Nil.

F56/12 **DECLARATIONS OF INTEREST**

Nil.

F57/12 **APPROVAL OF MINUTES**

Finance Committee 10 December 2012
It was RESOLVED that these minutes be approved.

F58/12 **ACCOUNTS FOR PAYMENT**

It was RESOLVED that the accounts in the sum of £27849.02 be approved for payment.

F59/12 **TOWN & PARISH FUNDING**

F60/12 **CHRISTMAS LIGHTS**

F61/12 **REVISED SYSTEM OF PRECEPT SETTING**

There being no further business the meeting closed at am.

Chairman

Date

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE OAK ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON TUESDAY 12 FEBRUARY 2013 AT 8.30AM

Present: In the Chair Cllr M. F. Way
 Town Mayor Cllr D. J. Goodman
Cllr M. J. Kingdon Cllr Mrs C. E. Lock
Cllr S. W. Lock Cllr Mrs R. McCool
 Cllr S. K. White

In Attendance: Deputy Town Clerk/RFO/Project Co-ordinator Mr A. C. Coates

F63/12 APOLOGIES FOR ABSENCE

Nil.

F64/12 CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed members that the RFO had made enquiries with the administrators of the George Arcade. Members were pleased to learn of this and wished to be kept informed of any progress in due course.

F65/12 DECLARATIONS OF INTEREST

Nil.

F66/12 APPROVAL OF MINUTES

Finance Committee 14 January 2013
It was RESOLVED that these minutes be approved.

F67/12 ACCOUNTS FOR PAYMENT

It was RESOLVED that the accounts in the sum of £24495.76 be approved for payment.

The time being 8.50am Cllr Goodman joined the meeting.

F68/12 GULLACOMBES HOUSING DEVELOPMENT

The RFO reported on the financial consequences of the Option Agreement and the course of action being recommended to overcome complications with the co-landowner. It was suggested that a letter is written to the co-landowner detailing the possible consequences if the development is delayed further.

F69/12 TOWN HALL WINDOWS

Members noted that three quotes had been received for the repair of the windows in the New Assembly Room. It was RESOLVED that both Richard Bushell and Michael Latham be requested to attend a meeting with Cllrs Way and White and the RFO to go through the details of their quote which will be brought back for further consideration by this Committee at the next meeting.

Continued ...

F70/12 CEMETERY LODGE

Members noted that the Clerk and RFO had viewed the bathroom at Cemetery Lodge and was recommending its replacement. It was RESOLVED that the RFO be authorised to accept the quote received in the sum of £1740 and that a further maximum sum of £250 be approved for any additional work necessary. Cllr S. Lock abstained during the voting process thereon.

There being no further business the meeting closed at 10.06am.

Chairman

Date

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE GARDEN ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON MONDAY 11 MARCH 2013 AT 8.30AM

Present: In the Chair Cllr M. F. Way
Town Mayor Cllr D. J. Goodman
Cllr M. J. Kingdon Cllr Mrs C. E. Lock
Cllr S. W. Lock Cllr S. K. White

In Attendance: Deputy Town Clerk/RFO/Project Co-ordinator Mr A. C. Coates

F71/12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr McCool.

F72/12 CHAIRMAN'S ANNOUNCEMENTS

Nil.

F73/12 DECLARATIONS OF INTEREST

Nil

F74/12 APPROVAL OF MINUTES

Finance Committee 12 February 2013
It was RESOLVED that these minutes be approved.

F75/12 ACCOUNTS FOR PAYMENT

It was RESOLVED that the accounts in the sum of £33899.64 be approved for payment.

F76/12 REVIEW OF ANNUAL INVESTMENT STRATEGY

Members noted a report compiled by the RFO and it was RESOLVED that this be approved.

F77/12 TOWN HALL WINDOWS

Cllr White reported on recent meetings with contractors who had previously quoted to carry out repair/replacement works to the three windows in the New Assembly Room. It was RESOLVED that the all inclusive quote from M. Latham, in the sum of £3818 plus VAT be accepted. It was noted that this quote was to replace all three windows. Cllrs C. and S. Lock wished to have it minuted that they voted against the appointment of M. Latham.

F78/12 BUNTING FOR PANNIER MARKET

The RFO reported on the proposed costings for the production of banners by the Community College to be erected in the Pannier Market. It was RESOLVED that a maximum of £600 be allocated from the 2012/2013 Section 137 budget for this purpose.

Continued ...

There being no further business the meeting closed at 9.11am.

Chairman

Date

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE GARDEN ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON MONDAY 8 APRIL 2013 AT 8.30AM

Present: In the Chair Cllr M. F. Way
Town Mayor Cllr D. J. Goodman
Cllr Mrs C. E. Lock Cllr S. W. Lock
Cllr Mrs R. McCool

In Attendance: Deputy Town Clerk/RFO/Project Co-ordinator Mr A. C. Coates

F79/12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr White.

F80/12 CHAIRMAN'S ANNOUNCEMENTS

Nil.

F81/12 DECLARATIONS OF INTEREST

Nil

F82/12 APPROVAL OF MINUTES

Finance Committee 11 March 2013
It was RESOLVED that these minutes be approved.

F83/12 ACCOUNTS FOR PAYMENT

It was RESOLVED that the accounts in the sum of £29141.01 be approved for payment.

F84/12 DONATIONS TO LOCAL ORGANISATIONS

Members considered four applications received for a donation from local organisations and it was RESOLVED that the following grants be awarded:

- i) Home-Start Torridge - £100.00
- ii) South Molton & District Archive Local History Society - £150.00
- iii) Community News, South Molton & District - £50.00
- iv) Torridge, North Devon & Mid Devon Citizens Advice Bureau - £400.00

F85/12 TO CONSIDER THE USE OF SOUTH WEST COUNCILS IN FUTURE PERSONNEL ISSUES

The Mayor reported to members in respect of the above and it was RESOLVED that permission be granted to spend monies on the impending grievance procedure outlined by the Mayor and that no maximum expenditure be set.

There being no further business the meeting closed at 9.00am.

Chairman
Date

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE GARDEN ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON MONDAY 13 MAY 2013 AT 8.30AM

Present: In the Chair Cllr M. F. Way
Town Mayor Cllr D. J. Goodman
Cllr Mrs C. E. Lock Cllr S. W. Lock
Cllr Mrs R. McCool Cllr S. K. White

In Attendance: Deputy Town Clerk/RFO/Project Co-ordinator Mr A. C. Coates

F86/12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Kingdon.

F87/12 CHAIRMAN'S ANNOUNCEMENTS

Nil.

F88/12 DECLARATIONS OF INTEREST

Nil

F89/12 APPROVAL OF MINUTES

Finance Committee 8 April 2013
It was RESOLVED that these minutes be approved.

F90/12 ACCOUNTS FOR PAYMENT

It was RESOLVED that the accounts in the sum of £30552.07 be approved for payment.

F91/12 DONATIONS TO LOCAL ORGANISATIONS

Members considered an application for a donation from South Molton Methodist Church and it was RESOLVED that a grant of £250 be awarded.

F92/12 ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2013

- a) Members noted a copy of the above accounts and it was RESOLVED that these be approved.
- b) Members noted a copy of a letter received from the Council's Internal Auditor and it was RESOLVED that this be approved.
- c) Members noted a copy of the Annual Return and it was RESOLVED that this be approved.
- d) It was RESOLVED that the Analysis of General Reserves and Capital Reserves be approved by members.
- e) It was RESOLVED that the Bank Reconciliation for the year ending 31 March 2013 be approved by members and signed by the Chairman of this Committee and the Responsible Finance Officer.

Continued ...

- f) Members noted that the RFO was requesting permission to appoint Mr Ken Abraham as the Town Council's Internal Auditor and it was RESOLVED that this request be approved.

F93/12 DOG BINS

Members noted that Market Vets at Southley Road have offered to provide two dog bins to be positioned at the Town Council's discretion and that all disposal costs would then be borne by the Town Council. It was RESOLVED that this offer be accepted and that the positioning of these bins be discussed at the next meeting of this Committee.

F94/12 CEMETERY LODGE

Members noted a copy of a letter received from the tenants of Cemetery Lodge and it was RESOLVED that quotes be obtained for a new heating system and kitchen and for repairs to the outside shed. These quotes are to be presented to members at the next meeting of this Committee for further consideration. It was further RESOLVED that works are undertaken to the electrical supply in order to comply with landlord legislation.

F95/12 EARMARKED RESERVES

The RFO was requesting members approval to earmark £117,000 of general reserves for specific projects. It was RESOLVED that this request be approved and that monies are allocated as follows:

Town Hall & Museum Heating	-	£50,000
PA/Loop System in Town Hall	-	£ 6,000
Refurbishment of Ladies & Gents Toilets in Town Hall		
	-	£25,000
Repairs to Town Hall Façade	-	£20,000
Repairs to Pannier Market Roof	-	£12,000
Community Woodlands	-	£ 4,000
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		£117,000

F96/12 SMTC WEBSITE

Members noted that the RFO was requesting permission to re-design the Town Council's website. It was RESOLVED that a quote in the sum of £500 for the main website and £200 for the Museum from Mr P. Henderson be accepted.

F97/12 FIREWORK DISPLAY

Members noted that the RFO was requesting members consider hosting a firework display, similar to the event organised for the Golden Jubilee celebrations. It was RESOLVED that the RFO be granted permission to arrange an event on 9 November 2013 and that a budget of £3500 be allocated.

Continued ...

F98/12 THE GEORGE ARCADE

The RFO reported that the above premises were available for purchase by auction on 21 May 2013 in London and he was requesting members decision on whether or not to bid. It was RESOLVED that the Town Council bids for these premises to a maximum of £325,000. The RFO advised that, if successful, then monies to complete the purchase under the terms of auction would need to be taken from a current bond, or by short term borrowing. Either method would incur additional costs of less than £1000.

There being no further business the meeting closed at 10.29am.

Chairman

Date