

**SUDBURY TOWN COUNCIL****MINUTES OF THE FINANCE COMMITTEE MEETING HELD IN THE MAYOR'S PARLOUR,  
TOWN HALL, SUDBURY ON TUESDAY 5<sup>th</sup> JUNE 2018 AT 6:30PM**

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PRESENT: Mr N Bennett – in the Chair

Mr S Hall  
Mrs S Ayres  
Mr L Cresswell  
Mr J Owen  
Mr S Barrett

Mrs O Holtom – RFO  
Miss N Whittle – assistant RFO

1. **SUBSTITUTES AND APOLOGIES**

**Apologies for absence were received from Mrs J Antill. Mrs S Page was also absent.**

2. **DECLARATIONS OF INTEREST**

Members were asked to declare any interests in the agenda items.

**In accordance with the guidance from the Babergh District Council's Standards Committee, Mrs S Ayres and Mr S Barrett declared a non-pecuniary interest that they are Babergh District Councillors. Mr Owen declared that he is a Suffolk County Councillor.**

3. **DECLARATIONS OF GIFTS & HOSPITALITY**

**No gifts or hospitality were declared.**

4. **REQUESTS FOR DISPENSATION**

**No requests for dispensation had been received.**

5. **MINUTES**

**RESOLVED**

**That the minutes of the meeting held on 1<sup>st</sup> May 2018 be confirmed and signed as the correct record. These were circulated and adopted at the May Full Council meeting.**

6. **REVIEW OF ANNUAL INTERNAL REPORT**

Members discussed the annual Internal Audit Report conducted SALC for the financial year ended 31<sup>st</sup> March 2018.

**RECOMMENDED**

**Members recommend for the Full Council to approve the following actions:**

**Income controls – CIL report to be submitted by the deadline at the end of June 2018;**

**Payroll control – HR and P&R committee to review all policies in relation to staff employment;**

**Annual Return and Reporting of External Audit Report – to ensure that all appropriate financial documents are published on the town council’s website in accordance with the 2015 Regulation.**

**Additional comments - to ensure that all numbered minute pages are present and the missing minute pages are properly bound.**

7. REVIEW OF FIXED ASSET REGISTER

Members discussed the Fixed Asset Register.

**RESOLVED**

**Members approved the fixed assets register as at 31<sup>st</sup> March 2018. Members agreed that officers should seek a legal assistance to obtain the proof of ownership for land and buildings in order for this information to be incorporated in the official HMRC Land Registry.**

8. REVIEW OF ACCOUNTING STATEMENTS FOR 2017/2018

Members reviewed the Accounting Statements 2017/2018.

**RECOMMENDED**

**Members agreed to recommend for the Full Council to approve Accounting Statements 2017/2018.**

9. CONTRACT FOR STAND PIPE HIRE

Members discussed a contract from Aquam Water Services for the hire of a stand pipe.

**RESOLVED**

**That members approved under power of LGA1972 S144 the annual costs of hiring of a stand pipe in the sum of £1000 plus delivery charge of £25 and VAT.**

10. REVIEW OF CEMETERY FEES AND CHARGES

Members discussed a requested increase for Grave Digging charges along with an increase of Council Cemetery fees.

**RECOMMENDED**

**Members agreed to recommend for the Full Council to approve under The Local Authorities’ Cemeteries Order 1977 a requested by the supplier an increase for Grave Digging charges. Members agreed to recommend for the Full Council to approve new increased cemetery fees (with an exception for Interment fee 1.B. A person whose age at the time of death exceeded one year but did not exceed ten years, to remain the same at £495).**

11. QUOTE FOR 2019 CALENDERS

Members discussed a quote from Indigoross for printing 2019 Calendars.

**RESOLVED**

**That members approved under power of LGA1972 S144 the costs of printing 500 calendars by Indigoross in the sum of £891 net of VAT.**

12. QUOTES FOR QUAD BIKE AND TRAILER

Members discussed the quotes for a Quad Bike and a Trailer for use at the Cemetery.

**RESOLVED**

**Members agreed that a possibility for other kinds of equipment should be considered at the next meeting.**

13. QUOTES FOR GROUND MAINTENANCE

Members discussed quotes from Mortimer Contractors Ltd, Flowers Groundcare and Ecosystems Tree & Ground Care for the proposed 4 months' contract.

**RECOMMENDED**

**That members recommend for the Full Council to approve under power of Open Spaces Act1906 ss9,10,15 a four months' ground maintenance contract with Flowers Groundcare as this company is the best option in combination of price and quality of services.**

**RESOLVED**

**Members approved under power of Open Spaces Act1906 ss9,10,15 the costs of an emergency grass cut for the cemetery conducted by Mortimer Contractors Ltd in the sum of £950 excluding VAT.**

13. QUOTE FOR NURSERY PLANTS

Members discussed a quote for plants from Cranbrook Nurseries.

**RESOLVED**

**That members approved under power of LGS1972 S144 the costs for an acquisition of plants from Cranbrook Nurseries in the sum of £3,891.20 net of VAT.**

14. APPROVAL OF BANK PAYMENTS

The list of payments in excess of £500 for April 2018 was presented to Members for their approval (copy of the report shown at minute page 380).

**RESOLVED**

**That members approve all listed payments over £500.**

15. REVIEW OF INCOME AND EXPENDITURE REPORTS

Members discussed draft income and expenditure reports for April 2018 shown at minute pages 381-392.

**RESOLVED**

**That the Income and Expenditure reports to be noted.**

16. UPDATE ON FINANCIAL MATTERS BY RFO

16.1 Balance Sheet items at 30<sup>th</sup> April 2018 (copy of report shown at minute pages 393).

**RESOLVED**

**That the balance sheet items to be noted.**

The business of the meeting concluded at 8.15pm.

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Chairman