

SUDBURY TOWN COUNCIL

**MINUTES OF THE FINANCE COMMITTEE MEETING HELD IN THE MAYOR'S PARLOUR,
TOWN HALL, SUDBURY ON TUESDAY 1ST MAY 2018 AT 6:30PM**

PRESENT: Mr N Bennett – in the Chair

Mr S Hall
Mrs S Ayres
Mrs J Antill
Mr J Owen
Mr S Barrett

Mrs O Holtom – RFO

1. **SUBSTITUTES AND APOLOGIES**

Mrs S Page and Mr L Cresswell were 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. Mrs S Ayres declared a non-pecuniary interest for the agenda items #14.1.

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 3rd April 2018 be confirmed and signed as the correct record. These were circulated and adopted at the April Full Council meeting.

6. **ELECTION OF A VICE CHAIRMAN FOR THE COMMITTEE**

It was proposed to elect Mrs J Antill as Vice Chair.

RESOLVED

Members agreed to elect Mrs J Antill as Vice Chair for the Finance Committee.

7. **ANNUAL GOVERNANCE STATEMENT 2017/2018**

Members reviewed the annual governance statement 2017/2018.

RECOMMENDED

Members agreed to recommend for the Full Council to approve the Annual Governance Statement 2017/2018.

8. REVIEW OF INTERNAL CONTROL DOCUMENT

Members discussed a document produced after the review of the system of internal control conducted by Mrs J Antill for the period ended 31st March 2018.

RECOMMENDED

Members recommend for the Full Council to approve the provided review. Members noted that although the review of the land in the council's ownership is progressing, there is more work to be done.

9. QUOTES FOR ICE RINK

Members discussed quotes from Ice Queen and Skate Spectacular.

RESOLVED

That members approved under power of LGA1972 S145 the costs of ice rink hire for the 2018 Christmas Fair from Skate Spectacular in the sum of £2000.00 excluding VAT on a condition that this new supplier can provide adequate services.

10. QUOTE FROM FOR BODY WORN CAMERAS

Members discussed a quote from Reveal Media Ltd for the acquisition of two body worn cameras.

RESOLVED

That members approved under power of LGA1972 S145 the acquisition of two body worn cameras for the use by our community wardens at road closures in the sum of £1,154.00 excluding VAT. Councillor S Barrett voted against this decision.

11. QUOTE FOR CATERING AT MAYOR MAKING CEREMONY

Members discussed a quote from the catering company The Loft.

RESOLVED

That members approved under power of LGA1972 S145 the costs of catering at Mayor Making ceremony in the sum of up to £630.00 excluding VAT.

12. TERMS OF REFERENCE FOR INTERNAL AUDIT SERVICE

Members discussed terms of reference for the provision of internal audit services by SALC, our appointed internal auditor.

RECOMMENDED

That members recommend for the Full Council to approve the terms of reference for internal audit service.

13. AGREEMENT FOR THE PROVISION OF A VISITOR INFORMATION SERVICE IN SUDBURY

Members discussed a signed agreement with BDC for the provision of a Visitor Information Service in Sudbury.

RESOLVED

That members expressed their disappointment that their proposed amendments for this agreement were not incorporated into the final document. Members expressed their concerns that there is no progress with the Service Level Agreement with BDC with respect to our Advice Centre.

14. GRANT AID REQUESTS

1. The Quay Theatre

Members discussed a grant aid request for the provision of our community wardens to facilitate the road closure for the Plant Market event organised by The Quay Theatre.

RESOLVED

Members agreed to refuse a provision of a grant on this occasion.

2. Ballingdon Village Fete

Members discussed a grant aid request to support the village fete planned on 9th September 2018.

RESOLVED

Members under General Power of Competence approved to grant in the sum of £250.00.

15. APPROVAL OF BANK PAYMENTS

The list of payments in excess of £500 for March 2018 was presented to Members for their approval (copy of the report shown at minute page 219).

RESOLVED

That members approve all listed payments over £500.

16. REVIEW OF BANK DIRECT DEBITS AND STANDING ORDERS

The list of Direct Debits and Standing Orders was presented to Members for their approval.

RESOLVED

That members approve all listed Direct Debits and Standing Orders.

17. REVIEW OF INCOME AND EXPENDITURE REPORTS

Members discussed draft income and expenditure reports for the year ended 31st March 2018 shown at minute pages 220-233.

RESOLVED

That the draft Income and Expenditure reports to be noted.

18. REVIEW OF SUDBURY TOWN COUNCIL RESERVES AS AT 31ST MARCH 2018

Members discussed the annual movement and year end balances for all reserves held by Sudbury Town Council at 31st March 2018 (copy of report shown at minute page 234).

RESOLVED

That members approve that all listed reserves accept for the EMR Drinking Fountain in the sum of £1605.84 should be written off to the general reserves as this EMR is not going to be used in the near future.

19. REVIEW OF FIXED ASSETS REGISTER AS AT 31ST MARCH 2018

Members discussed the draft Fixed Asset Register at 31st March 2018 (copy of report shown at minute pages 235-238).

RESOLVED

That members agreed that the following assets should be written off:

- **Broken mover used at the cemetery due to uneconomical costs of repairs.**
- **Obsolete computer used by community wardens.**
- **A notice board at Old Market Place – could not be located.**

Members agreed that the legal assistance to be engaged in order to obtain copies for all land titles.

20. UPDATE ON FINANCIAL MATTERS BY RFO

20.1 Draft Balance Sheet items at 31st March 2018 (copy of report shown at minute pages 239).

RESOLVED

That the balance sheet items to be noted.

20.2 Reported that the outstanding debt for the Flint Lodge rental account is in the sum of £2039.85 as at 31st March 2018. The April rent was underpaid by almost £200.

RESOLVED

That members expressed their disappointment that their decision from the Finance meeting on 6th February 2018 has not been implemented.

20.3 Proposed increase of charges by our suppliers for the ground maintenance and graves' digging.

RESOLVED

Members agreed that as our contract with current provider of ground maintenance has expired last year, a tender for these services is to be submitted as a matter of emergency. Members agreed that alternative quotes are to be obtained for grave digging services. On the basis of the outcome from the above, cemetery fees to be reviewed in due course.

20.4 Provision of services for washrooms by the current supplier.

RESOLVED

Members agreed that the current supplier of these services should be given 90 days' notice to terminate our contract.

The business of the meeting concluded at 9:20pm.

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..... Chairman