

SUDBURY TOWN COUNCIL

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

PRESENT: Mr N Bennett – in the Chair

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

Mrs O Holtom – RFO

1. **SUBSTITUTES AND APOLOGIES**

Mr J Owen, 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.

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 2nd October 2018 be confirmed and signed as the correct record. These were circulated and adopted at the October Full Council meeting.

6. **QUOTE FOR TREE WORK AT THE REAR OF ST PETER'S CHURCH**

Members discussed quotes received from Timberscape and Suffolk Tree Services Ltd.

RESOLVED

That members approved under power of LGA1972 S215 the costs of re-pollard on a tree at rear of St Peter's church in the sum up to £550.00 net of VAT. Grants toward these costs are expected to be received from Sudbury in Bloom, Friends of St Peter's Church and BDC Councillor J Sayer in the total of £400.

7. QUOTE FOR OAP CHRISTMAS LUNCH ON 13/12/2018

Members discussed a quote received from The Loft.

RESOLVED

That members approved under power of LGA1972 S145 the costs of catering for OAP Christmas lunch up to £1656 on the following conditions:

- **The total cost of this event should not exceed the budgeted amount of £1500;**
- **The invoice for a payment should be for the actual number of guests booked to attend this Christmas lunch.**

8. CASH FLOAT REQUEST FOR CHRISTMAS FAIR

Members discussed a request received to facilitate Christmas fair operations on 23/11/2018.

RESOLVED

That members approved under power of LGA1972 S145 the cash float in the sum of £605. The total cash held by Sudbury Town Council would not exceed the amount of £1,000 authorised by our Financial Regulations 2018.

9. 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 30th September 2018.

RECOMMENDED

That Members recommend for the Full Council to approve the provided review.

10. EXTERNAL AUDIT REPORT FOR THE FINANCIAL YEAR 2017/2018

Members discussed the external audit report for the financial year 2017/2018.

RECOMMENDED

That Members recommend for the Full Council to approve the conclusions of the completed external audit procedures for the financial year ended 31st March 2018. There are some notes in the report regarding minor technicalities of rounding and the setting up of timetable for the notice of public rights and publication however no actions to be taken in respect of the reporting year.

6. INVOICE FROM PKF LITTLE JOHN LLP FOR EXTERNAL AUDIT

Members discussed an invoice received from PKF Little John LLP for the internal audit work for the financial year ended 31st March 2018.

RESOLVED

That members approved under power of LGA1972 S145 the costs of internal audit services in the sum of £1600.00 net of VAT. It was noted that no additional fees were charged in respect of the conducted external audit.

12. APPROVAL OF BANK PAYMENTS

The list of payments in excess of £500 for September 2018 was presented to members for their approval (copy of the report shown at minute page 477).

RESOLVED

That members approve all listed payments over £500.

13. REVIEW OF INCOME AND EXPENDITURE REPORTS

Members discussed draft income and expenditure reports for the period ending 30th September 2018 shown at minute pages 478-490.

Reported that we have received on 10/09/2018 a second instalment of our precept in the sum of £321,238.50.

RESOLVED

That the Income and Expenditure reports to be noted.

Members agreed that in order to reduce labour and financial costs, market traders to be contacted by the Town clerk regarding the possibility of removing any cash payments for market stalls and rendering all payments by bank transfers only.

14. UPDATE ON FINANCIAL MATTERS BY RFO

14.1 Balance Sheet items at 30th September 2018 (copy of report shown at minute page 491).

RESOLVED

That the balance sheet items to be noted.

14.2 Fixed assets register review.

Reported that the land at Sudbury Cemetery, Flint Lodge and chapel at the cemetery, land at Mill Acre and the land at Croft are all unregistered land. However there is a decision of the Common Commissioner dated 16/02/1979 stating that a direction was given to Suffolk County Council as registration authority that the land should be registered with Sudbury Town Council as the owner under Section 8 (3) of the Common Registration Act 1965.

An application for first registration with title deeds would cost in the region of £750 - £1,000 plus VAT. Any application is subject to a Land Registry fee which is based on the value of the land.

The land to the North East of Gregory Road is registered as owned by Babergh District Council.

RESOLVED

That members agreed that research be done to establish whether deeds did at some point exist either in the name of Sudbury Borough Council or Sudbury Town Council. Suffolk archives, Babergh District Council and Suffolk County Council to be contacted.

14.3 Dispute with PHS.

RESOLVED

That members noted that we have received several letters requesting a payment for contract cancellation charges.

14.4 Contract on electricity supply.

Members discussed 6 quotes received on 06/11/2018 from 2 potential suppliers.

RECOMMENDED

Though the existing contract with SSE will end on 31/10/2019, members recommend for the Full Council to approve under power of LGA1972 S144 to sign a new 53 months' contract with SSE from 01/11/2019 to secure the prices as at the day of signing.

The business of the meeting concluded at 7.40pm.

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Chairman