

## FILEY TOWN COUNCIL

### MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD 17 DECEMBER 2008

Present: Cllr D Murton (in the Chair), Cllr Mrs S Bradney, Cllr S Cross, Cllr J Haxby,  
Cllr C Hodgson, and Cllr Mrs M Wright  
RFO Mrs G Robinson

#### NOTICE OF THE MEETING

**RESOLVED :** That Public Notice of the meeting had been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972 F881/08

#### APOLOGIES

All members of the Finance & General Purposes Committee were present at the meeting.

**RESOLVED:** That this information be noted. F882/08

#### DECLARATIONS OF INTEREST

There were no declarations of interest in items on the agenda with the exception of agenda item 11 – Further Consideration of Grant Applications and members were asked to declare their interests during the meeting when this item was discussed.

**RESOLVED :** That it be noted no declarations of interest were declared in agenda items but members would declare their interests during the course of the meeting when discussing grant applications. F883/08

#### BAD DEBT

The RFO informed members of an outstanding debt of £150 owing from a local company to the Council for an advertisement for the Town Guide.. Several attempts by the RFO had been made to recoup this amount on behalf of the Council but had proved unsuccessful and it was now believed that the business had closed down and the owners were untraceable. After discussion it was

**RESOLVED:** That a recommendation be made to full council that the bad debt be written off from the Town Guide Budget. F884/08

#### INTERNAL AUDIT 2008/2009

Members had previously been circulated with a letter detailing recommendations from the Internal Auditor which has been circulated to several local parish councils in the area which are served by the Internal Auditor in an attempt to improve standardisation and consistency for governance and accountability across all town and parish councils. The Internal Auditor drew the Council's attention to the new version of the Governance and Accountability for Local Councils – A Practitioners Guide 2008 (England) and the requirements contained within the new guide which must be adhered to as follows:

- A Review of the effectiveness of Internal Audit be undertaken on an annual basis
- The appointment of the Internal Auditor should be minuted and the council should consider the specification and terms of reference prior to appointment
- External Auditors sample 5% of councils on an annual basis and councils should be prepared to provide the required evidence
- Insurance Policies should be reviewed on an annual basis
- Risk Management should be reviewed on an annual basis
- Financial Regulations and Standing Orders should be reviewed on an annual basis
- A review of Internal Controls should be carried out on an annual basis
- The Asset Register should be maintained on an up to date basis and reconciled with the Annual Report
- The Annual Return that councils are required to send to the External Auditors has to be approved by the council by 30.6.09, one month earlier than the previous year.

The RFO confirmed that all of the above requirements were currently in place at Filey Town Council but she had been supportive of the Internal Auditor's guidance notes being issued as a reminder. Members commented that they were disappointed that support from YLCA had not been given to the Internal Auditor to disseminate this information via YLCA to local parish and town councils. It was

**RESOLVED:** That the Internal Auditor's advice and recommendations be accepted and Cllr D Murton as the Council's Representative was requested to discuss this matter further with the Yorkshire Local Councils Association. F885/08

**BUDGET 2008/2009**

The RFO informed members that she had investigated where efficiency savings could be made in the current budget due to the reduction in bank interest rates. Members were circulated with income and expenditure figures to 30 November 2008 and were informed that increased income had been received from the promotion of room hire and that some savings could be made in various budget headings. The RFO informed members that if a prudent approach to expenditure was adopted over the next three months the current budget would not be overspent and any under spend in the balance of contingency funds would be allocated to balances in the General Fund Reserve which had been requested by the External Auditor to increase this reserve. After discussion it was

**RESOLVED: That the above information regarding the current Budget for 2008/2009 be accepted and any under spend in the contingency budgets be allocated to the General Fund Reserve at the year end 31 March 2009.**

F886/08

**PARISH PRECEPT 2009/2010**

Members had previously been circulated with a letter from SBC's Corporate Finance Manager detailing the process for town and parish councils to calculate their Parish Precepts. It was

**RESOLVED: That the above information be accepted.**

F887/08

**FILEY SEASONAL ATTRACTIONS**

Members had previously been circulated with e-mail correspondence from SBC's Leisure & Community Services Officer informing the Town Council that Scarborough Borough Council would be continuing to operate the Filey Seasonal Attractions for the foreseeable future and the Town Council's bid had been unsuccessful. Members reluctantly accepted this information but felt that the Town Council was owed an explanation on this decision and it was

**RESOLVED: That SBC Tourism Officers and Cabinet Members, Cllr David Jeffels and Cllr D Chambers be invited to attend the next Town Council Strategic Planning Committee Meeting to give an explanation on the above decision.**

F888/08

**STAFFING BUDGET 2009/2010**

Members had previously been circulated with a copy of the Staffing Committee's recommendations from the Staffing Committee meeting held on 4 December 2008 for inclusion in the 2009/2010 budget. The Staffing Committee also recommended that a Staffing Contingency Budget be included in the budget for 2009/2010 and that the staff training budget remain the same amount as the current year.

**RESOLVED: That the Staffing Committee's recommendations regarding salaries and associated employer staffing costs contained in the Staffing Budget 2009-2010 proposal be included in the draft budget proposal for 2009/2010 for recommendation to full council when finalised.**

F889/08

**ALL THE FOLLOWING FIGURES UNLESS OTHERWISE STATED ARE FOR INTERNAL FINANCE & GENERAL PURPOSES COMMITTEE USE AND CALCULATIONS TO AID THE COMMITTEE IN THE PREPARATION OF THE FINAL BUDGET FOR 2009/2010**

**INITIAL DRAFT BUDGET OUTLINE FOR 2009/2010**

The RFO circulated to Members an amended copy of the amended draft budget for 2009/2010, together with Hire & Service Charges and proposed Cemetery Fees for 2009/2010 at the Lawns Cemetery and were asked to agree the averaged increase in fees of 5% for inclusion in the draft budget outline for 2009/2010. It was recommended by the RFO that Hire & Service Charges be increased for 2009/2010. After discussion it was

**RESOLVED: That a recommendation be made to full council that the proposed review of Cemetery Fees at the Lawns Cemetery for 2009/2010 be accepted for inclusion in the 2009/2010 draft budget.**

F890/08

**RESOLVED: That a recommendation be made to full council that the proposed review of Hire & Service Charges for 2009/2010 be accepted for inclusion in the 2009/2010 draft budget.**

F891/08

**INITIAL DRAFT BUDGET OUTLINE FOR 2009/2010 continued**

Members re-visited the draft budget headings to make further savings and it was agreed that the following amendments be made as follows:

- That a new budget of £1,000 for Professional Financial Fees be created
- That the Civic Reception Budget be increased to £750
- That the Health & Safety Budget be increased to £500
- That the new Lighting Set Budget be increased to £1,500  
(This item on being put to the vote was a split decision, 3 in favour, 3 against and carried in favour by the Chairman using his casting vote).

**RESOLVED: That a recommendation be made to full council that the above budget headings be accepted as above for inclusion in the 2009/2010 draft budget. F892/08**

The Town Mayor suggested that a budget be made available for the Town Council to provide a metal gate with an arch over it at the front of Filey Junior School to celebrate the school's centenary and it was agreed that this suggestion be raised at the next full council meeting in January 2009 for the whole council to consider.

Members discussed the Town Council's contribution to the Southern Parish Cluster and Cllr C Hodgson explained to members that all the Town and Parish Councils in the Southern Parish Cluster had voted to support the cluster with the same payment as the previous year 2% of the Parish Precept. Cllr C Hodgson stated that the Cluster Group is presently working on various projects to benefit all of the eight parishes in the Southern Area, thus being

- Training PCSO's to use speed guns
- Community Wardens
- A visit to the Goodwin Centre at Hull

Cllr C Hodgson stated that the Southern Parish Cluster is just gaining momentum and needed funding support from all its members. It has been recognised in the draft Parish Charter as a credible body and a vehicle to communicate with the Southern Area Parishes. A projected balance of funds was provided by Cllr C Hodgson. Members were of the opinion that the Southern Parish Cluster had only been in operation for a period of one year and needed a further year to provide substantial benefits to all its members although concern was expressed by the RFO that financial reserves should not be built up. After discussion it was

**RESOLVED: That a recommendation be made to full council to support the Southern Parish Cluster for a further year's membership at a cost of £1,680 (2% of the precept as at 2007/08) with a proviso that a review of funds and benefits from the Southern Parish Cluster be provided to the Town Council in October 2009.**

**F893/08**

Members agreed that a sum of £5,000 to be transferred from the Unearmarked Reserve to the Sports Facility Reserve in 2009/2010. It was

**RESOLVED: That a recommendation be made to full council that a sum of £5,000 to be transferred from the Unearmarked Reserve to the Sports Facility Reserve in the 2009/2010 draft budget.**

**F894/08**

Members considered each budget heading in detail to identify any other possible savings and whilst it was possible to make small savings, the budget headings outlined were all deemed as necessary expenditure for the running of the council and the deliverance of its projects and services. A proposal to e-mail agendas to non-committee members to save postage costs was suggested and supported by members. Members considered the large amount of shortfall between income and expenditure mainly due to reduced bank interest rates as part of the Credit Crunch and were circulated with a draft projected balance sheet by the RFO to highlight reserve balances. Members considered draft precept rates to balance the council's expenditure and this would again be considered in January 2009 when the draft budget would be finalised. After discussion it was

**RESOLVED: That the above information be noted and a recommendation be made to full council to send agendas for Committee Meetings to non-members by e-mail to those members who were in receipt of electronic communications.**

**F895/08**

**FURTHER CONSIDERATION OF GRANT APPLICATIONS**

Members re-considered the list of 13 grant applications but due to the late hour it was agreed that these be re-visited in January prior to the draft budget being finalised. It was

**RESOLVED: That the above information be noted.**

**F896/08**

*Under Section 17 of the Crime and Disorder Act 1998, members considered that none of the above decisions would impact on crime and disorder.*

Chairman  
Councillor D G Murton