

FILEY TOWN COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING HELD 25 FEBRUARY 2009

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

Also present: Mr K Leathley, Health & Safety Risk Advisor to the Town Council from 7.30pm onwards

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 F129/09

APOLOGIES

Cllr C Hodgson had sent apologies to the meeting due to a work commitment.

RESOLVED: That Cllr C Hodgson's apologies be accepted. F130/09

DECLARATIONS OF INTEREST

There were no declarations of interest in items on the agenda with the exception of agenda item 8 – Model Agreement Tender and members were asked to declare their interests during the meeting when this item was discussed. It was

RESOLVED : That it be noted no declarations of interest were declared in agenda items but members would declare any interests in agenda item 8 after receiving sight of the documents. F131/09

INTERNAL AUDIT REPORT FOR THIRD QUARTER 2008/2009

Members had previously been circulated with a copy of the Internal Auditor's Report for the Third Quarter 2008/2009 in which the Internal Auditor had drawn attention to Risk Management, the RFO stated that this would be completed before 31 March 2009 but had currently been delayed due to work being carried out on the council's Quality Status Re-Accreditation submission. It was

RESOLVED: That a recommendation be made to full council to accept the Internal Audit Report for the Third Quarter 2008/2009. F132/09

THIRD QUARTER BUDGET STATEMENT 2008/2009

Members had previously been issued with a copy of the Third Quarter Budget Statement 2008/2009 which highlighted income and expenditure up to 31 December 2008. The RFO stated that expenditure was projected to 31 March 2009 and the budget would not be overspent. Cllr J Haxby thanked the RFO for producing the projections to this format which had helped the Finance Committee to ensure expenditure would remain within budget. It was

RESOLVED: That a recommendation be made to full council to accept the Third Quarter Budget Statement 2008/2009. F133/09

REVIEW OF INVESTMENT

Members had previously been issued with a copy of an Investment Valuation provided by the Council's Independent Financial Advisor. The RFO stated that the switch of 50% of funds from property to government gilts had now been completed and the Independent Financial Advisor advised that no further changes to the investment needed to be made at the present time. It was

RESOLVED: That the Investment valuation be accepted. F134/09

REVIEW OF FINANCIAL REGULATIONS AND FINANCIAL CONTROLS AND PROCEDURES

Members had previously been issued with a copy of the council's Financial Regulations and Financial Controls and Procedures for review. Members reviewed the financial documents with the RFO and recommended that no changes were necessary as an in-depth review had taken place only a year ago. It was

RESOLVED: That a recommendation be made to full council to accept the Town Council's review of Financial Regulations and Financial Controls and Procedures documents with no changes being considered necessary. F135/09

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, members of the press and public are excluded in accordance with Standing Order 68 for the following items of business being in relation to terms of tenders, proposals in negotiations for contracts.

F136/09

WEED SPRAYING CONTRACT

Members had previously been circulated with estimated costs of £2,600 from Scarborough Borough Council for weed spraying in Filey for 2009. As the amount allocated from North Yorkshire County Council towards weed spraying had not yet been finalised Members delegated the arrangements of this service contract to the RFO to negotiate. It was

RESOLVED: That the RFO negotiate the cost of the weed spraying contract on behalf of the Town Council with Scarborough Borough Council up to a maximum of £2,600.

F137/09

FILEY MUSEUM

Members had previously been circulated with estimates for the exterior painting of Filey Museum, five contractors had been contacted with only two responses being received. The RFO informed members that it was a condition of the Museum's lease that the exterior be painted every two years and this had been inspected by the Town Council Representative Cllr Richard Walker who had informed the RFO that this work needed to be carried out. Members supported the application of a stabilising primer to be applied before painting with a view that this would probably last much longer and be more cost effective and the Museum would probably not require painting every two years. After discussion it was

RESOLVED: That the contract for exterior painting of Filey Museum be awarded to Craig Dobson Decorators at a cost of £966.00 plus £80.00 for stabilising primer to be applied prior to painting.

F138/09

QUEEN STREET GARDEN

Members had previously been circulated with estimates for the grounds maintenance of Queen Street Garden for 2009/2010. It was

RESOLVED: That the contract for grounds maintenance of Queen Street Garden 2009/2010 be awarded to Advanced Trees and Grounds at a cost of £760.00.

F139/09

Mr K Leathley, Health & Safety Advisor to the Council arrived at this point.

MODEL AGREEMENT TENDERS

The Lawns Cemetery – Three Year Contract for Grounds Maintenance (including Grave Digging)

The RFO informed members that all tenders had been opened at 10.00am on Tuesday 24 February 2009 in the presence of herself, the Chairman of the Finance & General Purposes Committee and the Council's Health & Safety Risk Advisor. The RFO had collated the tender submissions and circulated this report to members at the meeting. Two tenders had been submitted for this contract and Mr Leathley gave his comments to members regarding the risk assessments provided by the tenderers. After some discussion a proposal was made, duly seconded and supported unanimously by all members. It was

RESOLVED: That the three year contract for Grounds Maintenance (including Grave Digging) for The Lawns Cemetery be awarded to Advanced Trees and Grounds at the tender price of £4,481 per annum plus grave digging costs.

F140/09

RESOLVED: That the present contractor for The Lawns Cemetery be thanked for his commitment to the council over many years.

F141/09

Finance & General Purposes Committee Meeting held on 25 February 2009 continued

Three Year Contract for Maintenance of Public and Commemorative Seating

The RFO had collated the tender submissions and circulated this report to members at the meeting. Three tenders had been submitted for this contract and Mr Leathley gave his comments to members regarding the risk assessments provided by the tenderers. After some discussion a proposal was made, duly seconded and supported unanimously by all members. It was

RESOLVED: That the three year contract for Maintenance of Public and Commemorative Seating be awarded to D.B.J. at the tender of

Repairs as required	Hourly Rate	£15.00
Painting as required	Cost per seat	£27.50
Cleaning Teak Oiling as required	Cost per seat	£30.00
Siting of New Seat	Total Cost	£29.50
Supply of Bench Seating	Total Cost	£180.00

F142/09

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