



# WINTERTON TOWN COUNCIL

52 West Street, Winterton, Scunthorpe,  
North Lincolnshire. DN15 9QF

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## Minutes of the Policy & Finance Committee Meeting held on Monday 10<sup>th</sup> June, 2013 at 6.30pm in The Ark, West Street, Winterton

### Present:

Cllr I. Cawsey (Chair)  
Cllr D. Johnson

Cllr L. Cawsey  
Cllr L. Langton

Cllr F. Fletcher  
Cllr P. Mumby

Cllrs F. Marritt and J. Buckley – ex officio

### Public Participation:

No matters were raised by or on behalf of members of the public.

1306/1

#### Apologies

There were no apologies for absence.

1306/2

#### Declaration of Interests

##### a. Interests

##### Cllr L. Cawsey

1306/8b      NDPF      Prejudicial      Member of NDPFA

##### Cllr F. Fletcher

1306/8b      NDPF      Prejudicial      Member of NDPFA

##### Cllr D. Johnson

1306/8b      NDPF      Prejudicial      Member of NDPFA

##### Cllr L. Langton

1306/8b      NDPF      Prejudicial      Member of NDPFA

##### Cllr F. Marritt

1306/10      NDPF      Pecuniary      Work colleague

##### Cllr D. Johnson

1306/8b      NDPF      Prejudicial      Member of NDPFA

b. No dispensations were requested/granted.

1306/3

The Committee considered nominations for Chairman of the Policy & Finance Committee.

**Resolution: That Cllr I. Cawsey was elected as Chairman for 2013/14.**

1306/4

The Committee considered nominations for Vice Chairman of the Policy & Finance Committee.

**Resolution: That Cllr P. Mumby was elected as Vice Chairman for 2013/14.**

The Committee considered Agenda Items 5 – 12 and made the following recommendations to Council:

- 1306/5 Accounts  
APPENDIX A: Monthly Summary of Spend and Bank Reconciliation – to take comment.  
The format of the new accounts package was reviewed and no recommendations made.
- 1306/6 Risk Assessment  
APPENDIX B: The Committee considered the Draft Risk Assessment and amendments were made. It was agreed that there are still areas that require clarity and that these should be addressed prior to the matter being considered further at the October P&F Meeting.  
**Recommendation: That the amended Risk Assessment be adopted and reviewed as required.**
- 1306/7 Asset Register  
APPENDIX C: The Committee considered the Draft Asset Register.  
**Recommendation: That the amended Draft Asset Register be adopted and reviewed as required.**
- 1306/8 Insurance  
a. APPENDIX D: The Committee considered the Council's Insurance requirements.  
**Recommendation: That the main policy be renewed for the sum of £2248.56 and the motor policy taken out at a cost of £116.00.**  
b. The Committee considered Building Insurance Provision for the Newport Drive Pavilion.  
**Recommendation: That WTC provide Buildings Insurance for the Pavilion following Town Council policy.**
- 1306/9 Communication and Correspondence Policy  
The Committee discussed the appropriate way to handle communications and correspondence with the council. No recommendations were made.
- 1306/10 Payroll  
Cllr F. Marritt declared a pecuniary interest and left the room.  
APPENDIX E: The Committee considered the Council's payroll provision.  
**Recommendation: That WTC appoint Smailes Goldie as their payroll provider at no additional cost to Council.**
- 1306/11 Grants and Donations  
a. All Saints' Church  
(i) The Committee was updated on the funding applications and time schedules for works including the Town Council's involvement with exterior seating plans (*information forwarded 4/6/13*). The previously agreed WTC donation to the project will now be made in the 2013/14 financial year.  
(ii) The Committee considered Town Clock maintenance provision (*information forwarded 4/6/13*).  
**Recommendation: That the PCC be the appointee of a clock keeper and the Town Council make an annual donation of £400 towards costs.**

Cllr D. Johnson declared a pecuniary interest and left the room.

b. APPENDIX F: Winterton Junior School ECOPAW Project - The Committee considered the above funding application. A proposal was made and seconded but this was amended and the amendment approved.

**Recommendation: That WJS ECOPAW Project be granted £2000 and encouraged to reapply for a further grant in the 2013/14 financial year.**

Cllr D. Johnson declared a prejudicial interest and left the room.

c. Winterton Agricultural Society – The Committee considered part sponsorship of the Winterton Show Park and Ride provision.

**Recommendation: That WAS be granted £200 towards the Park and Ride Provision.**

d. The Committee considered a request from Street Talk to fund Outreach Work within Winterton (*information forwarded 4/6/13*).

**Recommendation: That no grant be offered at the present time.**

e. APPENDIX G: Winterton Senior Citizens Forum – The Committee considered a funding application.

**Recommendation: That the WSCF be granted £250.**

f. Sunbeams Toddler Group – to consider funding application (*to be forwarded on receipt*).

**Recommendation: That no grant be offered at the present time but that the group be advised of other funding pots available such as the Winterton and District Lions Club.**

1306/12 Town Planters and Baskets

The Council considered writing to local businesses to ask for support for/ adoption of the towns floral displays.

**Recommendation: That the Clerk write to each local business offering sponsorship of the planters to include a named plaque and two plantings a year for £200 per annum. Alternatively for £25 per annum any partaking business would be offered their name on a town centre plaque thanking them for support towards the basket displays around the town.**

1306/13 Agenda for next and future meeting

It was requested that discussion on a five/ten year plan be placed on the October Agenda.

1306/14 Next Meeting

The Committee considered the date and time of the next Policy & Finance Meeting (subject to any change in circumstances).

**Resolution: That the date and time of the next meeting be:**

**Monday 7<sup>th</sup> October, 2013  
At 6.45pm In The Ark, West Street, Winterton**