



**WINTERTON TOWN COUNCIL**  
**52 West Street, Winterton, Scunthorpe,**  
**North Lincolnshire. DN15 9QF**  
**Phone: 01724 488085 or email [clerk@wintertoncouncil.co.uk](mailto:clerk@wintertoncouncil.co.uk)**

**Minutes of the Policy & Finance Committee Meeting  
held on Monday 12<sup>th</sup> October, 2015 at 7.30pm  
at the Council Offices, 52 West Street, Winterton**

Present:

Cllr I. Cawsey      Cllr L. Cawsey      Cllr M. Foster      Cllr L. Langton  
Cllr V. Mumby

Public Participation:

No members of the public were in attendance.

- 1510/1      Apologies  
Apologies for absence were received from Cllr D. Johnson.
- 1510/2      Declaration of Interests  
Cllr L. Cawsey  
1506/8      Council Documentation      Prejudicial      Member of WPFA
- 1510/3      Accounts  
A report showing the summary of spend, budget variance and bank reconciliation up to 30/9/15 was considered. Work to allocate budget and spend to new coding lines is largely complete although further minor issues were raised for the Clerk to investigate. It was noted that 6 months (50%) through the financial year the Council has obtained 95.5% of budgeted income with a spend of 29.6% of budget.
- The report was noted with members commenting favourably on the level of detail, an easy to understand lay out and thanked the Clerk for her work in getting the accounts to this point.
- 1510/4      Long Term Storage  
The Clerk had submitted a report on the need to improve storage for the growing number of assets the Town Council now owns. Assets are currently held in different locations, there is not enough space and staff time is wasted going from one location to another. There is also nowhere for grounds maintenance staff to work indoors in poor weather or the ability to hold a stock of small items for regular maintenance issues.

A further discussion took place about the issues around storage at the Community Pavilion and the need to have space for regular users that did not clutter up large parts of the building.

Three options were discussed:

- a. a new, larger storage container
- b. Town Council equipment to be stored at the Community Pavilion
- c. hiring a unit on the Winterton Industrial Estate at £4,100 an annum for three years (but an ability to end the agreement annually). This would enable all Town Council assets to be stored in one place, stock items to be held, an indoor place for staff to work and bus storage should that be needed. The fee would also include the installation of CCTV.

***Recommendation: That the Council approve the hiring of a Town Council Unit, that the current storage container be moved to the Community Pavilion to assist with storage issues and that a further report on Pavilion Storage be submitted to a future meeting of the Policy and Finance Committee for consideration.***

1510/5 Council Documentation

The Clerk submitted a report with draft Terms of Reference for Committees and Working Groups and a list of outside bodies the Council is entitled to send representation to.

***Recommendation: That the report be approved subject to the following amendments:***

- a) The Mayor and Deputy Mayor are ex-officio on all committees and working groups with the exception of the Personnel Committee.***
- b) Suggested duties for each committee and working group shall be checked with ERNLLCA to ensure they are up to date with current guidance.***
- c) The Personnel Committee has been increased to 5 members to aid it being quorate but as previously agreed, if discussing a sensitive, confidential issue relating to a staff member it shall be 3 of the 5, usually (though not exclusively) Chair, Vice-Chair and one other.***
- d) The Property Working Group should be reinstated as a Committee and have regular meetings within the Council Meeting Cycle.***
- e) Working Groups shall list the full membership, not just Councillors (e.g. Working Group X shall be made up of 3 Councillors and 3 Members of the Public).***
- f) The Community Transport Working Group shall be 5 Councillors with a quorum of 3.***
- g) That all Town Councillors acting as Town Council representatives to outside bodies must represent Town Council policy and decisions if relevant to the matters being discussed.***

1510/6 Grants and Donations  
Town Council Minute 1506/05 had asked for the Policy & Finance Committee to consider a Grants and Donations Policy at this meeting. This was not on the agenda so could not be discussed.

***Recommendation: Decisions on Grants and Donations be deferred until an agreed policy is in place. Policy & Finance Committee Meeting in November to discuss. The Clerk will speak to the Groups to explain and The Poirier Foundation (one of the applicants) be encouraged to approach Winterton 2022 for funding and to report back to the Town Council on any shortfall.***

1510/13 Agenda for next and future meeting  
Grants and Donations Policy  
Precept preparation

1506/14 Next Meeting  
The date and time of the next Policy & Finance Meeting was confirmed as (subject to any change in circumstances).

**7.30pm on 9<sup>th</sup> November, 2015**

**At 52 West Street, Winterton**