



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

**Minutes of the Policy & Finance Committee Meeting
 held on Monday 13th October, 2014 at 7.30pm
 at the Council Offices, 52 West Street, Winterton**

Present:

Cllr I. Cawsey Cllr M. Foster Cllr D. Johnson Cllr L. Langton
 Cllr F. Marritt Cllr P. Mumby Cllr J. Ramseyer

Public Participation:

No members of the public were in attendance.

1410/1 Apologies
 Apologies for absence were received from Cllr B. Bridge and Cllr V. Mumby.

1410/2 Declaration of Interests
 a. Interests
Cllr D. Johnson
 1410/7 Landlord Prejudicial Member of WPFA
 Responsibilities
Cllr L. Langton
 1410/07 Landlord Prejudicial Chair of WPFA
 Responsibilities
Cllr F. Marritt
 1410/05 Grants Prejudicial
 1410/07 Landlord Prejudicial Member of WPFA
 Responsibilities
 b. No dispensations were requested / granted.

To consider Agenda Items 3 to 10 and to make recommendation to Council:

1410/3 Accounts
 APPENDICES A: Summary of Spend, Budget Variance and Bank Reconciliation.
Recommendation: The Assistant Clerk to receive training in Accounts and the RBS software.

Action: Assistant Clerk

1410/4 The Committee considered long and short term office equipment provision.
No recommendations were made.

1410/5 Grants and Donations

It was agreed that the Chair and Vice-Chair of the Policy and Finance Committee could forward any application directly to Full Council if there is no timely meeting of the committee planned.

Cllr F. Marritt declared Prejudicial Interest and left the room.

a. APPENDICES B: The Committee considered a Grant Application from the Winterton and District Branch of Leukaemia and Lymphoma Research.

Recommendation: That the Council support the Winterton and District Branch of Leukaemia and Lymphoma Research with a grant of £250.

ACTION: Assistant Clerk

b. APPENDICES C: The Committee considered a Grant Application from Winterton and Saffre Town Twinning Association.

Recommendation: That the council support the Winterton and Saffre Town Twinning Association with a grant of £250.

ACTION: Assistant Clerk

1410/6 Council Documentation

a. The Committee reviewed the following Council documents which will be forwarded for Full Council Approval on completion:

- (i) APPENDIX D: Asset Register
- (ii) APPENDIX E: Risk Assessment
- (iii) APPENDIX F(i)&(ii): Insurance (General and Motor)
- (iv) APPENDIX G: Standing Orders
- (v) APPENDIX H: Financial Regulations

Recommendation: Appendix D completed. Appendix E and F to be reviewed to ensure changes were actioned. Appendix G and H to be sent to Council for approval (deferred for 1 month)

ACTION: Assistant Clerk

b. The Committee considered the following documents which will be forwarded for Full Council Approval on completion:

- (i) APPENDIX I: Complaints Procedure
- (ii) APPENDIX J: Emergency Plan
- (iii) APPENDIX K: Equality Policy
- (iv) APPENDIX L: Safeguarding Policy

Recommendation: Appendix I has been adopted by Council. Appendix J to be completed. Appendix K and L to be sent to Council for approval. Assistant Clerk to review Appendix K and L to ensure it is being followed.

ACTION: Assistant Clerk

c. APPENDIX M: The Committee reviewed the Town Council income and charges.

Recommendations: a. That the allotment rentals be increased from £10 to £12 per annum for a full plot from 1st January 2015. (Pro rata for smaller plots)

ACTION: Assistant Clerk

- 1410/7 APPENDICES N: Landlord's Responsibilities:
a. The Committee considered the annual cost of landlord's responsibilities;
(i) Buildings' Insurance
(ii) Gas Safety Checks
(iii) Fire Safety Checks
(iv) Any other applicable responsibilities

The Committee discussed the responsibilities of Winterton Town Council, as the owner of properties, with particular regard to Security Shutters and Non Portable equipment, maintenance/repairs and servicing.

Recommendation: That the Assistant Clerk seeks external advice on the Council's legal responsibilities and best practice as a landlord and places the matter on the next Policy & Finance Agenda.

ACTION: Assistant Clerk

- 1410/8 Agenda for next and future meeting
Next Meeting – Start of Budget Process

- 1410/9 Next Meeting
The date and time of the next Policy & Finance Meeting was confirmed as (subject to any change in circumstances).

7.30pm on 11th November, 2014

At 52 West Street, Winterton