



# 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 12<sup>th</sup> January, 2015 at 7.00pm at the Council Offices, 52 West Street, Winterton

### Present:

Cllr I. Cawsey      Cllr M. Foster      Cllr J. Kemp      Cllr L. Langton  
Cllr F. Marritt      Cllr V. Mumby      Cllr J. Ramseyer

1501/1      Apologies  
Apologies for absence were received from Cllr F. Fletcher, Cllr D. Johnson and Cllr P. Mumby.

### 1501/2      Declaration of Interests

a. Interests

Cllr L. Langton

1501/3      Budget and Precept      Prejudicial      Chair of WPFA

Cllr F. Marritt

1501/3      Budget and Precept      Prejudicial      Member of WPFA

b. No dispensations were requested / granted.

### 1501/3      Budget and Precept

The Committee considered the Council Budget and Precept for 2015/16.

Following advice from ERNLLCA, RBS (finance software provider) and the Internal Auditor it has already been agreed that the Council Budget would be simplified into fewer budget lines and that RBS would do this as part of their year end training for staff. Therefore the Committee considered recommending a budget that was split into seven main headings pending this work.

It was further noted that the Council's level of available reserves has now been built back to 46% of annual spend and has been classed as adequate by the Internal Auditor. This fulfils a Council resolution to build reserves to this level over this term of office.

### **Recommendation:**

That the budget and the precept for 2015/16 shall be: £128,750 and £104,537 respectively.

That the previously agreed work with RBS to train staff and simplify the number of budget lines be part of the year end accounts preparation.

That the 2015/16 Budget to be based on the following categories:

**Administration      £12,000**

Includes office administration, subscriptions, insurance and audit costs

**Staffing              £67,000**

Includes staff wages, employer on-costs, staff training, clothing and personal protective equipment

**Civic & Democratic £3,750**

Includes Mayor's Allowance (£350), Civic Expenditure, Members' Training, Members' Expenses

**Grants                £8,000**

Includes All Saints Church refurbishment (£4,000), Winterton Show (£425), Winterton Open Gardens (£250), British Legion (£25) and Church Clock Maintenance (£400).

**Parks & Open Spaces    £11,000**

Includes Parks Maintenance, Equipment Purchases, Allotments, Pest Control, Playground Inspections and Street Scene

**Buildings & Grounds    £9,000**

Includes utility bills, maintenance and funding to groups managing council assets or responsibilities: Old School Hall (£1,000), Playing Field Association (£2,000), Churchyard maintenance (£250)

**Community            £18,000**

Includes Election Costs (£1,250), Community Transport (£1,500), Winter Services (£500), Newsletter (£800), External Events, e.g. Winterton Show (£350), Christmas Events and Lighting (£11,000)

**Total:                      £128,750**

That the Precept be based on the following adjustments:

Budget Less:

|                            |   |         |
|----------------------------|---|---------|
| NLC Council Tax Grant      | - | £18,453 |
| Grant for Church held over | - | £4,000  |
| Income from Allotments     | - | £260    |
| In Bloom Sponsorship       | - | £1,500  |

**Precept: £104,537**

Council Tax: Precept/Taxbase

104,537/1,254.4 = £83:34 (Band D)

Council Tax Levels:

Band A - £55.56

Band B - £64.82

Band C - £74.08  
Band D - £83.34

That the Clerk be instructed to confirm with North Lincolnshire Council that the Council Tax Grant for 2015/16 will be as set out with any minor amendments incorporated into this motion before presentation to Full Council. **(note this has been checked and the figures in the recommendation are correct)**

That the fully itemised budget prepared in conjunction with RBS and the Policy & Finance Committee be presented to Full Council for further deliberation and approval.

1501/4 Audit Report

The Council had received the Internal Auditor's Report for 2014/15 at the May meeting. The Committee reviewed the comments of the Internal Audit from 2014/15.

**Recommendation: The Acting Clerk to action a report on the findings and the actions that have been taken from the Audit.**

**ACTION: Acting Clerk**

The Committee considered the appointment of the Internal Auditor for the 2015/16.

**Recommendation: That the Council employs the services of Public Sector Audit to action the 2015/16. However, the appointment is to be reviewed each year at the Annual Council meeting for the following year.**

**ACTION: Acting Clerk**

The Committee reviewed the comments on the External Audit from 2014/15.

**Recommendation: The Acting Clerk to action a report on the findings and the actions that have been taken from the Audit.**

**ACTION: Acting Clerk**

1501/5 Grants and Donations

There were no grants or donations to consider.

1501/6 Policies and Procedures

The Committee considered information that showed it was difficult to locate all of the records relating to previous Council decisions on policies and procedures.

**Recommendation:**

- a) That the Acting Clerk works with ERNLLCA to source records for all the Council's policies and procedures and to maintain both an online and hard copy archive as previously agreed by the Council.**
- b) That any policies or procedures that require updating will be considered by Council as soon as practicable following the supply of models and/or advice from ERNLLCA.**
- c) That the ongoing update of the Town Council's website will be a priority. This will include the development of a new site.**

- d) *That consideration of services the council may deliver in the future will be part of the proposed Members' Seminar to be facilitated by ERNLLCA.*
- e) *That the Council will complete this work by the end of April 2015 to ensure all information is easily to hand for the new administration that takes office following the May election.*
- f) *That a report shall be on the agenda at the next meeting of the Policy & Finance Committee*

***ACTION: Assistant Clerk***

1501/7 Agenda for next and future meeting  
Policies and Procedures.  
The Council Website.

1501/8 Next Meeting  
The date and time of the next Policy & Finance Meeting was confirmed as (subject to any change in circumstances).

**9<sup>th</sup> February, 2015 at 7.00pm  
At 52 West Street, Winterton.**