

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 November, 2017 at 7.00pm at the Council Offices, 52 West Street, Winterton

Present:

Cllr I. Cawsey (Chair)
Cllr J.Kemp

Cllr L. Cawsey
Cllr L. Langton

Cllr P. Coath
Cllr D. Muldown

Cllr V. Mumby – Ex officio

Public Participation:

No members of the public were in attendance.

- 1711/1 Apologies
Apologies for absence were received from Cllrs B. Bridge and M. Foster and Cllr P. McCartan.
- 1711/2 Declaration of Interests
a. No Declarations of Interests were made.
b. No dispensations were granted.
- 1711/3 Half Yearly Budget Review
The Committee reviewed spend against the budget of all nominal codes.
Recommendation: The Clerk to look into areas identified by the committee of under and over spending against the budget.
- 1711/4 Budget/Precept Planning
The committee reviewed the current financial year and discussed the budget for 2018/19.
Recommendation: The Clerk to start preparing the budget for 2018/19 for consideration at the next Policy and Finance meeting in January.
Personnel Committee to meet to discuss staffing arrangements/costs for the coming year and the Property Committee to consider any budgetary requirements for property owned by the Town Council.
- 1711/5 Earmarked Reserves
a. The committee considered the councils Earmarked Budget.
Recommendation: On recommendation of the Internal Auditor, the committee recommends increasing the current Earmarked Reserves budget from £14,201.23 to £40,000.

- b. The committee considered an Earmarked Reserves Statement.
Recommendation: The committee recommends the draft Earmarked Reserves Statement that details earmarked funds for land and property owned by the Town Council for development/maintenance and any costs not covered by the Councils insurance. This would include:
The Council Office
The Old School Hall
The Pavilion and Playing Fields
West Street Park
Marmion Drive Park
The Cemetery
Chapels

1711/6

Grants and Donation Policy

The committee considered the Councils Grant and Donation Policy.

Recommendation: The committee considered the current Grants and Donations Policy and agreed that the “usually no more than £500” should remain, and an addition point included within the decision making process section that states “All applications will be considered by the Policy and Finance Committee to check eligibility, budget availability and to make any recommendation to the Full Council for approval. Where there are time constraints on an application the Chair of Policy and Finance may approve that the application goes straight to Full Council”.

Cllr Kemp also highlighted some textual changes, which the committee agreed should be amended.

1711/7

Allotment Charges/Tenancy Agreements

- a. The committee considered the current allotment charges of £12 for a full size plot. The charges were increased in 2015 from £10 to £12.

Recommendation: The committee recommends that it remains at £12 per full size plot.

- b. The committee reviewed the current Tenancy agreement.

Recommendation: The committee recommends keeping the current Tenancy agreement but with the addition of the following points:

- **Not to cut or prime any timber or other trees, or take, sell or carry away any mineral gravel, sand, earth or clay, without the prior written consent of the Council.**
- **Not to use barbed wire for a fence adjoining any path set out by the Council for the occupiers of the allotments gardens.**
- **When using any sprays or fertilisers, to take all reasonable care to ensure adjacent hedges, trees and crops are not adversely affected, and to make good or replant as necessary should damage occur.**
- **So far as possible, to select and use chemicals, whether for spraying, seed dressing or for any other purpose whatsoever, that will cause the least harm to members of the public and to wildlife, other than vermin or pests, and comply at all times with current regulations.**
- **Not to lay poison, or employ any other means to combat rat infestation.**

- **To inform the Town Council immediately in the event that vermin (or evidence of the same) is sighted within the environs of the site.**

1711/8

Internal Audit

The committee received an update on the audit plan from the Internal Audit report.

Recommendation: The committee recommends the Council receives the update on the action plan from the Internal audit.

1711/9

Grants and Donations

The committee considered the following grant applications:

- a. Winterton Branch of the British Legion (amount not specified)

The Winterton Branch of the British Legion are seeking funding for the costs of their Standard Bearer and Wreath Carrier to take messages from the Winterton community to the Great Pilgrimage 90 to be held in France and Belgium in 2018. The full cost is £1,000 of which they are committing £600 of their own funds. They are seeking any donation towards the £400 shortfall from the Town Council and other local funding sources.

Recommendation: That the Council ensures the shortfall required to book the trip is met and will grant up to £400 dependent on the outcome of other grant applications. This recommendation is also dependent on the Clerk ensuring the group is compliant with the Council's policy of having a constitution, a current set of accounts and recent bank statements.

- b. Winterton Bowls Club, for the sum of £240.00

Recommendation: That the grant of £240.00 be awarded to Winterton Bowls Club.

1711/10

Property Committee

The committee considered membership for the Property committee due the committee cancelling the previous two meetings due to not being quorate.

Recommendation: That the membership to the committee be increased to 7.

1711/11

Agenda for next and future meeting

No items requested.

1711/12

Next Meeting

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

**7.00pm on 8th January, 2018
At 52 West Street, Winterton**