



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 Thursday 15th February, 2018 at 6.30pm
at the Council Offices, 52 West Street, Winterton

Present:

Cllr I. Cawsey (Chair) Cllr P. Coath (Vice Chair) Cllr B. Bridge
Cllr M. Foster Cllr J. Kemp Cllr L. Langton

Cllr V. Mumby – ex officio

Public Participation:

No members of the public were in attendance.

- 1806/1 Apologies
Apologies for absence were received from Cllr L. Cawsey.
- 1806/2 Declaration of Interests
a. No Declarations of Interests were made.
b. No dispensations were granted.
- 1806/3 Budget 2018/19
a. Cllr I. Cawsey gave an overview of the draft budget for 2018/19, highlighting areas of variance. The £9,000 allocated in last year's budget from Winterton 2022 for youth provision has been removed due to the funding not coming directly to the Town Council; however this funding is still available for joint youth projects.
Recommendation: The committee recommends the Council approves the draft budget for 2018/19.
b. The committee was unable to review spend against budget, due to the budget having not been approved.
- 1806/4 Audit Report
a. The committee reviewed the Internal Audit Report 2018/18.
Recommendation: The committee recommends that the Council acknowledges receipt of the audit and agrees to the Clerk to continue with the action plan as previously agreed.
b. To appoint the Internal Auditor for 2018/19.
The committee considered appointing an Internal Auditor for 2018/19. ERNLLCA had provided the details of three companies that offer this service. Alan Johnson is retiring and therefore not taking on any new Council. Public Sector Audits, our current auditor and Yorkshire Internal Audit Services.

Public Sector Audits conducts four visits at intervals throughout the financial year and charges £900 plus travel expenses (based in Hull). This cost includes an interim audit report in addition to the year-end report.

Yorkshire Internal Audit Services conducts two visits per year and charges £640.00 plus travel expenses (based in Knaresborough). They provide one report at the year end.

VANL can offer the service but would require a detailed report of all areas to be audited in order to provide a quote for this service.

Recommendation: The committee recommends instructing Yorkshire Internal Audit to carry out the Council's 2018/19 audit, as it is considered good practice to change auditors periodically.

The committee recommends writing to Public Sector Audit and expressing our thanks for the work carried out the past four years as the Councils auditor.

1806/5 Parish Path Scheme

The committee reviewed the Parish Path Agreement from North Lincolnshire Council and raised the following points:

Point 2.1, NLC will pay the parish Council to keep in good repair all the paths in its area,

The discussion has been centered on grass cutting and not general maintenance of the paths. The committee would like clarification on the term "good repair".

Condition surveys and inspections

Will the TC be provided with a template to assist them with carrying out such inspections?

The upkeep and improvement of the path network.

What improvements are they expecting? Is it enough that the grass is cut on a regular basis and any issues reported to NLC?

Events and activities to encourage use

What/how would they like the Council to do this?

Point 4.4; liaise with landowners regarding works to be undertaken

Will details of landowners be provided?

Point 4.6 Publicise and provide information about local public rights of way.

What and how would NLC, like to see this done?

The committee also noted, there is no reference to the agreement being reviewed on an annual basis. How much notice is required to opt out of the scheme?

Does the agreement dates run from the start of the season?

Recommendation: The committee recommends sending the agreement to ERNLLCA, along with the points raised by the committee for their opinion.

Recommendation: The committee recommends sending the agreement to NLC with our points and any points raised by ERNLLCA for further clarification before signing up to the scheme.

Recommendation: The committee recommends conducting a time trial to establish the costs incurred to cut each of the paths listed on the document provided by NLC, to ensure these can be done within the grant, offered by NLC.

- 1806/6 Community Pavilion Business Plan
The committee discussed the parameters for a business plan for the Community Pavilion.
Recommendation: The committee recommends the following outline for a business plan:
- To provide a detailed Business Plan for Winterton Community Pavilion and Playing Fields for the next five years, considering:**
- **Running costs**
 - **Maintenance and development costs**
 - **Staffing costs**
 - **Hire Fee's**
 - **Marketing and Promotion**
 - **How to encourage new users and other services**
- With the aim, to cover all of the above costs, whilst continuing to offer an excellent venue for sports and recreation**
- 1806/7 Reserves Policy
North Lincolnshire Council provided the Clerk with three examples of Reserves Policies from other Town Councils.
Recommendation: The Committee recommends the Clerk writes a draft Policy based on the key areas included in the example documents. The draft policy to be reviewed by the committee and ERNLLCA prior to going to full council for approval.
- 1806/8 Support Grant Conditions
Cllr I. Cawsey suggested the committee meets prior to its scheduled meeting in October to review all of the Support Grant Conditions and review the points highlighted in this meeting that required further action.
Recommendation: The committee recommends holding a meeting at the earliest opportunity to discuss the advice from ERNLLCA and points from NLC as recommended in this meeting.
- 1606/9 GDPR
The Clerk gave an update and GDPR and the fantastic response it had received from residents who want to stay in touch with the Town Council. The office is continuing to work through its historic paperwork, identifying what information can and should be destroyed under the new regulations and what information must be keep. Any documents of historical value have also been identified and kept. The committee considered the recommendation from ERNLLCA, that all Councillors should have their own Councillor email address, to use for Council business.
This will help reduce the risk of information being sent out from Councillors to other organisations, who have not given permission to receive such information from the Council.
Recommendation: The committee recommends that every Councillor sets up their own email address, using the format, cllr name @ provider.com or similar and informs the Clerk of their new email address. All future Council correspondence will then be sent using this address only.

1806/10 Licensing

Cllr L. Langton informed the committee, due to family commitments, she no longer wishes to be put forward for the role of Personal License holder for the Community Pavilion.

Cllr I. Cawsey explained the Council has a number of choices going forward, it must consider:

- 1) Keeping the license as a committee, in which the full Council is responsible for licensing activities or, the Property Committee to include licensing within their remit and take responsibility for licensing
Or
- 2) The Council can appoint someone as a Personal License holder; this could be a councillor or someone independent of the Council.

Recommendation: The Committee recommends the Property Committee takes on the role as licensing committee, until such time as the business plan has been completed and their recommendations considered.

Recommendation: The committee recommends seeking advice from our Insurance Company as to how we can insure the members of the Property Committee in order to limit liability.

1806/11 Grants and Donations Application

The Committee considered a grant application from the Senior Citizen's Forum for £140.00 towards the cost of their Christmas Meal Event.

Recommendation: The Committee recommends that the Council approves the grant application from the Senior Citizens Forum for £140.00.

1806/12 Agenda for next and future meetings

Items to be included on the next agenda:

- Support Grant Conditions including Service Level Agreements*
- Good practice guidance through the RSPCA

*The Committee agreed to meet prior to the next scheduled meeting in October to specifically discuss the grant conditions and service level agreements (date to be arranged when additional information has been received)

1806/13 Next Meeting

Monday 8th October, 2018 at 7.00pm

In Council Office, 52 West Street, Winterton