

Oundle Town Council

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Minutes of the Town Council Finance & General Purposes Committee held on Tuesday 28th March 2017 at 7.30pm in The Oundle Suite, Fletton House, Oundle.

Present: Cllrs: Cllr Chesser, Cllr Peel, Cllr Sparkes and Cllr Best
Clerk: Emma Baker
In attendance: Paul Smith Finance Officer

Minutes: Emma Baker Town Clerk

FGP16.43. Apologies for Absence

- 16.43.01. To receive apologies for absence.
Apologies were received from Cllr Glen and Cllr Chapple
16.43.02. To accept apologies for absence.
Accepted

FGP16.44. Declarations of Interests

To receive and consider any declarations of interest from Members and Officers under Section 50 of the Local Government Act 2000 (*Standing Order 35*) (This requirement applies only in respect of matters, which are to be considered by the Council at this meeting.)

- 16.44.01. To declare any Disclosable Pecuniary Interests.
None
16.44.02. To declare any Other Interests.
None

FGP16.45. Representations from Interested Parties

A period of no longer than 10 minutes will be allocated for members of the public to address the meeting about items on this agenda at the Chairman's discretion. (*Standing Order 3d and 3e*).

None.

FGP16.46. Consideration of Requests from Interested Parties

None received.

FGP16.47. Minutes of Previous Meetings – Finance & General Purpose

- 16.47.01 PROPOSITION: 'To approve and sign the minutes of the Finance & General Purpose meeting held on 10th January 2017 as an accurate record.' (*Standing Order 10c*)

Proposed: Cllr Sparkes

Seconded: Cllr Peel **Resolved** All in favour

W. Chesser

FGP16.48. Financial Matters

16.48.01 To receive a report on the costings for each individual room in Fletton House, the Courthouse and the Hub.

Cllr Sparkes presented the costings for each room in Fletton House. The income and expenditure for each room had been worked out according to the size of room. Half of waste costs and electric have been allocated to the Hub. The Finance Officer will check what figures have been put under Fletton Kitchen and transfer to the Ashton Kitchen code. Room hire in Fletton is in profit by £1,316.88. In the Courthouse some rooms are in profit and some at a loss however this should change as we have more tenants moving into the empty rooms in the next few weeks.

The reception area is not suitable to rent out as it is the museum's front entrance. Overall the rooms rented by the museum are running at a loss, however ^{as} this is an amenity for the community and the town the Council prepared to subsidise the costs.

There were some concerns regarding the the Hub trading account losing money.

During the first part of the year the staffing costs were higher as the Council had employed a Hospitality Officer and Commercial Manager. As they are no longer employed the staffing costs have been reduced. There were some concerns about the high bank charges, however this was due to the large number of small transactions the hub has per day. ^{there was a} ~~Further~~ ^{loss of £6,800 between} ~~the~~ ^{September &}

The Clerk will ask the Team Leaders to carry out a monthly stock take ^{31st Jan} to prevent too much wastage of food items.
ES

16.48.02 To review the Intermediate Audit Report and put together an action plan.

It was agreed that the audit is not what was asked for. What was of concern was that procedures were in place at the time at the time but were missed off the report. The specification for the audit, which was sent to the auditors beforehand was not met. It was agreed that the Clerk write to Northants CALC to ask for the them to address the items that were not carried out.

16.48.03 To agree to review the Council Financial Risk assessment and create an Internal Control Procedure.

It was agreed to put the internal control policy and Financial Management risk assessment on the Full Council agenda for approval.

16.48.04 To review the Council's Effectiveness of the Internal Audit Policy and to confirm our ongoing provider as Auditor.

Defer until further information has been investigated.

16.48.05 To carry out an analysis of the financial transactions for 2016/2017.

It was agreed that this had been covered in the previous discussions

WTC *WTC*

and would be looked at further when the new Sage system was set up.

- 16.48.06 To propose changes to the way some expenditure amounts are presented in the management accounts for greater clarity.
It was agreed that monthly income and expenditure figures per room for the Court house, Fletton House and the Hub would be presented to the Council with the Bank reconciliation, profit and loss and summary income and expenditure reports.
- 16.48.07 To consider what additional management accounts should be presented to the Full Council
As above.
- 16.48.08 To review the way that income and expenditure are handled.
It was agreed that the codes would be streamlined when the new Sage system was set up.

Please note that in view of the special and/or confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw (Standing Order 3c).

At 9.15pm the press and public were asked to leave.

Proposed: Cllr Chesser

Seconded: Cllr Sparkes

Resolved unanimously

FGP16.49 Personnel Matters

16.49.01. To discuss Staff Appraisal Schedule for 2017

The schedule was agreed.

9.35pm The press and public returned to the meeting.


FGP16.50. Correspondence for Action

None.

FGP16.51. Correspondence for Information

None.

There being no further business the meeting closed at 9.36 pm

Signed:.....

Dated:.....11.4.2017