

**The Minutes of the
Finance and General Purposes Committee Meeting
held on
1st October 2008**

A meeting of the Finance and General Purposes Committee was held on Wednesday 1st October 2008, in the Council Chamber, the Town Hall at 10.00am.

The following members were present:-

Cllr. P. A. Lake
Cllr. G. Alcock
Cllr. Mrs. G. M. Burrows
Cllr. R. Ll. Evans
Cllr. K. R. Greenwell

Visitor: Cllr. Mrs. E. Coles
Officer: The Town Clerk

1. Election of Chairman
Cllr. P. A. Lake was elected as Chairman.
2. Apologies for absence
Apologies for absence had been received from Cllrs. C. Butterworth, J. J. Grantham and M. Jarratt.
3. The Minutes of the Meeting held on 19th March 2008
The minutes of the meeting held on 19th March 2008 were confirmed by members present and signed by the Chairman.
4. Five Months Accounts 2008/9
The Committee received the five months accounts for 2008/9.
The Town Clerk was asked to email the six months accounts, when complete, to all Committee members. A forecast for the end of the financial year was to be brought to the next meeting.
5. Greystones House
Committee members discussed ideas for Greystones House. It was decided that Cllr. P. Lake was to have a meeting with Mr. Andrew Tucker, W.O.D.C. to discuss future possibilities for Greystones House. Cllr. Lake was to report back at the next Financial and General Purposes meeting.
6. Payroll System
The Town Clerk suggested that a computerised payroll system would be a lot quicker than the manual system currently being operated.
She had looked into a system which would be able to accommodate the Local Government Pension Scheme rates for the sum of £150.00, Committee members suggested the Town Clerk should enquire with Howes and Co. how much it would cost to do the wages for the Town Council Staff and bring this information back to the next meeting.

7. Playground Inspections and Town Hall Cover

The Town Clerk stated that Town Hall cover had been covered temporarily by Mr. Tim Wilson, the previous Town Hall Keeper, who had offered to stand in for Mr. Terry Palmer.

W.O.D.C. had provided a quotation for weekly playground inspections for the sum of £125.22 plus VAT.

Committee members decided that an advert and a job specification was to be drawn up for a Playground Inspector and a relief Town Hall Keeper.

8. Any Other Business

Cemetery Records

The cemetery records were still being recorded in ledgers at The Guildhall office.

A computerised package was available for cemetery records, this was an add-on package to the accounts system already in the office. The Town Clerk was asked to enquire into the price.

Town Hall Bookings

Committee members asked if there was a system for Town Hall bookings. The Town Clerk stated that she had seen a package which was another add-on to the accounts system. This had been presented at the last Town Clerk's meeting which she had attended. The Town Clerk was asked to find out the price of this package.

Minutes

Cllr. Alcock indicated that minutes from meetings should be made a lot shorter than they actually are at present. He stated that it would be far better to explain the subject and then summarise the outcome briefly. With the OCC and WODC reports at Town Council meetings, the topics should be listed and then state that if any further information is needed, please consult your County Councillor or District Councillor.

9. Dates of the Next Meetings

Dates of the next meetings were: - Tuesday 21st October 2008, 10.00am

Tuesday 25th November 2008, 10.00am

**The Minutes of the
Finance and General Purposes Committee Meeting
held on
21st October 2008**

A meeting of the Finance and General Purposes Committee was held on Tuesday 21st October 2008, in the Council Chamber, the Town Hall at 10.00am.

The following members were present:-

Cllr. M. Jarratt, Town Mayor
Cllr. P. A. Lake, Chairman
Cllr. G. Alcock
Cllr. Mrs. G. M. Burrows
Cllr. C. Butterworth
Cllr. R. Ll. Evans
Cllr. J. J. Grantham
Cllr. K. R. Greenwell

Officer: The Town Clerk

1. Apologies for absence
There were no apologies for absence as all members were present.
2. The Minutes of the Meeting held on 1st October 2008
The minutes of the meeting held on 1st October 2008 were approved and signed by the Chairman.
3. Six Months Accounts 2008/9 and Expected End of Year Figures
The Committee received the six months accounts for 2008/9.
The Town Clerk went through the figures expected up to the end of the financial year.
4. Budget 2009/10
Committee members discussed work which needed to be carried out at the Town Hall and decided that a maintenance programme over the next few years was required.
Cllr. J. J. Grantham was to ask Cllr. Mrs H. Biles if funding was available from OCC, SEEDA Funding, for the Town Hall project.
Everest Roofing was to be contacted to check a damp patch on the Town Hall ceiling in the balcony area.
The Committee agreed that a full survey should be undertaken on the Town Hall.
Cllr. K. Greenwell indicated that forms were being finalised and supporting documentation and quotations were being compiled for grants application which were going to be sent off the following week to WODC and TOE. This was for third party funding and a contribution would be required in next year's budget to help cover the costs.

5. Greystones House

A meeting was to be set for Cllr. P. A. Lake and Cllr. J. J. Grantham to meet with Mr. A. Tucker and Mr. D. Thurlow from WODC to discuss future intentions of the Greystones site, before the next F & GP meeting.

A member of the public had expressed interest in purchasing the Greystones House. Committee members decided that the meeting with WODC Officers should be held first, to discuss possibilities of the site. If there was no progress with this, then the Greystones House would have to go to auction with a reserve price.

6. Payroll

A price from Howes and Co. to do the wages, was awaited.

7. Any Other Business

There was no other business to discuss.

8. Date of Next Meeting

The date of the next meeting was arranged for Tuesday 25th November 2008 at 10.00am.

The Minutes of a Meeting of
The Finance and General Purposes Committee

25th November 2008

A meeting of the Finance and General Purposes Committee was held on Tuesday 25th November 2008, in the Council Chamber, the Town Hall at 10.00 am.

The following members were present: -

Cllr. P.M. Jarratt, Town Mayor
Cllr. P.A. Lake, Chairman
Cllr. G. Alcock
Cllr. Mrs. G.M. Burrows
Cllr. R.LI. Evans
Cllr. Mrs. J.M. Graves
Cllr. K.R. Greenwell
Cllr. Mrs. E. Coles

1. Apologies for absence

Apologies for absence had been received from Cllr. J.J. Grantham.

2. The Minutes of the Meeting held on 21st October 2007

The minutes of the meeting held on 21st October 2007 were confirmed by the meeting.

3. Matters Arising

Greystones House

A meeting with Mr. A. Tucker and Mr. D. Thurlow had been held recently to discuss their interests with the building. WODC were willing to give up their lease on the building but would not do this until planning permission had been sought on the future use of the building.

Town Councillors discussed two possible sites for a Youth Centre.

A meeting with OCC to discuss a site for a Youth Centre had been arranged for 11th December 2008.

Two individual parties had expressed an interesting in purchasing the Greystones House. Committee members agreed that letters were to be sent to both interested parties stating that the Town Council would be getting in touch with them shortly.

Payroll system

A quotation had been received for carrying out the office salaries at Howes & Co for the sum of £50.00 per month. The committee agreed to go ahead and purchase the payroll package for £150.00.

4. Review of Council's Risk Assessment

Committee members reviewed the Council's Risk Assessment and amended it as follows: -

Assets – Maintenance of buildings etc. – Change, 'on an ad hoc basis' to 'a regular basis.'

Finance - Banking – Check and confirm that the money invested with WODC is safe.

5. Budget 2009/10

Committee members considered the budget information before them and following discussion of Council's financial affairs decided to recommend to Council that the Council Tax Precept for 2009/10 should be £129,850 (previous year £131,770). This figure would keep the Council Tax at the same percentage, even though it shows lower. The reason for this is because the tax base has reduced due to a rise in exempt properties and an increase in a number of single occupied households. The committee agreed to the budget for 2009/10 attached to these minutes.

6. Any Other Business

There was no other business to discuss.

7. Date of Next Meeting

The date of the next meeting was to be arranged for 10th February 2009 at 10.00 am.

The Minutes of a Meeting of
The Finance and General Purposes Committee

10th February 2009

A meeting of the Finance and General Purposes Committee was held on Tuesday 10th February 2009, in the Council Chamber, the Town Hall at 10.00 am.

The following members were present: -

Cllr. P.M. Jarratt, Town Mayor
Cllr. G. Alcock
Cllr. Mrs. G.M. Burrows
Cllr. C. Butterworth
Cllr. R.LI. Evans
Cllr. K.R. Greenwell

1. Election of Chairman
The Chairman, Cllr. P. Lake had resigned from Town Council since the last F & GP meeting. Committee members decided to elect an acting Chairman until the committee had a full compliment of members again.
Cllr. G. Alcock was elected as acting Chairman.
2. Apologies for absence
There were no apologies for absence.
3. The Minutes of the Meeting held on 25th November 2008
The minutes of the meeting held on 25th November 2008 were confirmed by the meeting.
4. Matters Arising
There were no matters arising.
5. Greystones House
Discussed in Committee.
6. Any Other Business
There was no other business to discuss.
7. Date of Next Meeting
The date of the next meeting was to be arranged for 6th March 2009 immediately after the Planning Working Committee meeting.

The meeting closed at 11.50 am.