

MINUTES OF A MEETING OF THE FINANCE COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE,
THETFORD, ON TUESDAY 19th FEBRUARY 2019

Present:
The Mayor, R F W Brame

Councillors:

M P Brindle (Vice Chair)
J James (Chair)
R G Kybird

C R P Burnett
T J Jermy

Officers in attendance
Tina Cunnell
Chris Crimmen

Town Clerk
Committee Secretary

Minutes

- 713/18 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
Councillor T J Jermy declared a pecuniary interest in minute number 723/18.
- 714/18 APOLOGIES FOR ABSENCE
Apologies were received from Councillor C Harvey.
- 715/18 MINUTES
RESOLVED: The minutes of the committee meeting held on the 22nd January 2019, received by Full Council on the 29th January 2019, as a true record and signed/initialled by the Chairman.
- 716/18 FINANCIAL REPORT FOR MONTH TEN
The Chair and Town Clerk reviewed Month 10 financial report and answered Councillors questions that were raised. The report was presented in the Sage format for the first time and the Town Clerk noted some minor changes for next month's report.
After the discussion Councillor C Burnett proposed and Councillor R Kybird seconded:
RECOMMENDATION: That Thetford Town Council adopt the financial report for Month 10 and the schedule of payments for January 2019 included therein.
The Town Clerk reported the following bank transfers:
 - 29th January 2019 £50,000 was transferred from the deposit account to the current account.
 - 19th February 2019 £50,000 was transferred from the deposit account to the current account.This was noted by Councillors.
- 717/18 CONTRACTS UPDATE
The Town Clerk reported the following contracts out for tender:
 - Guildhall Towers.
 - New H&S Consultant.
 - Castle Park Fencing.There followed a discussion regarding the lead in time for contracts and tenders to be sent out. The Town Clerk reported that there was currently no system in place listing the dates the Councils contracts expire. She will investigate and set up a system to record this as soon as possible.
- 718/18 REVIEW OF DEBTORS
The debtors list was reviewed and there no queries.

719/18

CORPORATE OBJECTIVES

The Chair reviewed the progress of the objectives for 2018/19 and the councillors had received the final update sheet. It was agreed that Objective 2 – Review the effective use of Assets had been particularly useful and had generated income.

There followed a discussion to agree objectives for 2019/20. Councillor J James proposed and Councillor T Jermy seconded:

RESOLVED: That the Finance Committee objective for 2019/20 should be: Reviewing and updating accounting procedures, exploring new finance support systems.

720/18

INVESTMENTS UPDATE

The Town Clerk had received the quarterly update from our Stockbrokers Barrett & Cooke. Councillors had received copies of the letter and the Portfolio valuation dated 5th January 2109 and this was noted by Councillors.

721/18

FINANCE DECISIONS MADE IN COMMITTEE THIS MONTH

The Chair asked the Committee to note the following finance decisions made by all committees in the past month. Reviewing these decisions each month will record these in one place which will help the council's officers and auditors.

CIVIC 661/18

RESOLVED: That Thetford Town Council agree that a £1,500 budget be provided from Civic Reserves (3152) to cover the costs of the Freedom of the Town Civic Reception catering and Marshals for the parade.

ALP

RECOMMENDATION: That £50,000 is transferred from Toilet reserve to the Guildhall/Carnegie reserve to be used for the ramp and access improvements. (3095/3096)

RESOLVED: Councillor R Kybird and Councillor F Robinson proposed a £300 for the Thetford Singers. This was agreed. (7760)

RESOLVED: Councillor T Jermy and Councillor R Kybird proposed a £300 for the Thetford Methodist Church. This was agreed. (7760)

RESOLVED: Councillor T Jermy and Councillor F Robinson proposed changes to the British Legion grant as outlined in the British Legion written request. This was agreed. (7760)

RECOMMENDED: Councillor M Brindle and Councillor R Kybird proposed awarding the tender for the large carpark at a cost of £29,463.43. (8052 Barnham Cross Common Reserve).

Following a discussion Councillors noted the above decisions.

722/18

SALE OF ASSETS

The Town Clerk had produced a list of winning bids for the recent sale of minor assets producing a total of £2,051.00. This was noted by Councillors.

723/18

CHARLES BURRELL CENTRE RISK REGISTER ASSESSMENT

Councillor T Jermy left the meeting.

The Town Clerk reported that NCC is due to carry out a site visit in the near future to reference a site asset review to ascertain current financial liability. Once this has been received the Council will work with CBC Ltd to manage the risk and set up a 5 year review.

Councillor T Jermy re-joined the meeting.

724/18

QUOTE FOR TELFORD WAY WINDOWS

The Town Clerk reported that the window frames at Telford Way are rotten at the front and back and require replacement. As the Council have a full repairing lease it was evident that no maintenance had been carried out on the windows. She asked Councillors to consider quotes for the replacement of windows at Telford Way site. Several companies were approached and 2 quotes have been received with one still being outstanding. Both companies that had quoted are FENSA registered.

Company 1 = £3,455.88

Company 2 = £2,818.00

Company 3 = Not received.

After a discussion Councillor T Jermy proposed and Councillor C Burnett seconded:

RESOLVED: That Thetford Town Council accept the quotation from Company 2 as this presents the best value for money to replace the windows at Telford Way.

72518

CORRESPONDENCE

None Received.

726/18

COMMITTEE OFFICERS UPDATE

None.

727/18

COMMUNITY ENGAGEMENT

None.

Chairman.