

MINUTES OF A MEETING OF THE FINANCE COMMITTEE  
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE,  
THETFORD, ON TUESDAY 19<sup>th</sup> MARCH 2019

Councillors:

C R P Burnett  
J James (Chair)  
R G Kybird

C Harvey  
T J Jermy

Officers in attendance  
Tina Cunnell  
Chris Crimmen

Town Clerk  
Committee Secretary

Minutes

- 809/18 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS  
None.
- 810/18 APOLOGIES FOR ABSENCE  
Apologies were received from Councillors R F W Brame and M P Brindle.
- 811/18 MINUTES  
**RESOLVED:** The minutes of the committee meeting held on the 19<sup>th</sup> February 2019, received by Full Council on the 26<sup>th</sup> February 2019, as a true record and signed/initialled by the Chairman.
- 812/18 FINANCIAL REPORT FOR MONTH ELEVEN  
The Chair and Town Clerk reviewed Month 11 financial report and answered Councillors questions that were raised.  
After the discussion Councillor C Burnett proposed and Councillor R Kybird seconded:  
**RECOMMENDATION:** That Thetford Town Council adopt the financial report for Month 11 and the schedule of payments for February 2019 included therein.  
The Town Clerk did not have this month's transfer figures available and these will be circulated separately.
- 813/18 CONTRACTS UPDATE  
The Town Clerk reported the H&S Contract had been awarded to Ellis Whittam and this was noted by Councillors
- 814/18 REVIEW OF DEBTORS  
The Councillors noted the debtors list.
- 815/18 REVIEW OF FINANCIAL REGULATIONS  
Councillors were asked to review Financial Regulations and the Finance Element of Standing Orders (see Appendix A and Appendix B) where changes had been marked in blue. After a discussion Councillor T Jermy proposed and Councillor C Harvey seconded:  
**RECOMMENDATION:** That Thetford Town Council adopt the changes (marked in blue) to Financial Regulations (see Appendix A) and Standing Orders (see Appendix B).
- 816/18 FINANCE DECISIONS MADE IN COMMITTEE THIS MONTH  
The Committee noted the following:

**706/18 GUILDHALL FEASIBILITY STUDY REPORT**

**RECOMMENDATION:** That Thetford Town Council adopt the revised layout (see Appendix A) at a budgeted cost of £61,500. This work will be dependent on achieving a Heritage Lottery Fund Grant for the Guildhall.

**708/18 DIGITAL MEDIA**

**RESOLVED:** That Thetford Town Council purchase a 43 inch touch screen digital monitor to be installed in the Carnegie reception at a cost of £2,612 inclusive of VAT. The money to be taken from the Marketing and Communications reserve (Nominal Code 3134).

**774/18 TO REVIEW THE BUDGET AND AGREE ANY CARRY FORWARDS**

**RESOLVED:** The ALP underspend and additional income of £46,132 should be carried forward to the 2109/20 ALP Budget.

**776/18 HARRIET MARTINEAU PLAY AREA**

**RESOLVED:** That Thetford Town Council instruct HAGS to install a tower and slide in the Harriet Martineau play area at a cost of £10,920 plus installation £2,266 to be taken from the Play Park Reserve 3180.

**778/18 MAINE STREET WOOD**

**RESOLVED:** That Thetford Town Council award Bush Adventures a partnership working budget of £2,000 to manage Maine Street Woodland using the tree reserve of 3182.

**785/18 HEALTH AND SAFETY TENDERS**

**RECOMMENDATION:** That Thetford Town Council award the Health and Safety contract to Company A for a 3 year cost of £14,755.

817/18

**EFFECTIVENESS OF INTERNAL CONTROL**

The Councillors noted the review which had taken place on the 22<sup>nd</sup> January 2019 by Councillors J James, M Brindle and B Canham.

818/18

**INVESTMENT REPORT**

The Councillors noted a letter and the semi-annual report from Barratt & Cooke on the portfolio and the up to date valuation to keep Councillors informed. After a discussion it was decided to approach Thetford Town Councils stockbrokers to explore investments in renewables and environmentally friendly investments.

819/18

**ENVIRONMENT STRATEGY**

The committee considered a financial strategy for the delivery of the Environment Policy. There followed a discussion of items that the committee request to be considered as part of the Finance Committee Strategy delivery of the Environmental Policy:

- An annual environmental audit.
- Explore investments in renewables and environmentally friendly investments.
- Ensuring the companies we work with have a environmental strategy.
- Electronic filing with less printing and paper at meetings.

Councillor C Harvey proposed and Councillor C Burnett seconded:

**RECOMMENDATION:** That the Finance Committee request the following actions to be considered as part of the Finance Committee Strategy delivery of the Environmental Policy:

- An annual environmental audit.
- Explore investments in renewables and environmentally friendly investments.
- Ensuring the companies we work with has an environmental strategy.
- Electronic filing with less printing and paper at meetings.

820/18 CORRESPONDENCE  
None.

821/18 COMMITTEE OFFICERS UPDATE  
The Town Clerk reported on a meeting with the Sage Business Consultant who reviewed the nominal codes that were being used by Thetford Town Council. These had now been reduced considerably to around a 100 and split into 6 departments (the six committees) so that reporting in the future will be much clearer for councillors and officers to analyse and understand with more transparency.

822/18 COMMUNITY ENGAGEMENT  
None.

Chairman.

DRAFT