

MINUTES OF A MEETING OF THE FINANCE COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE,
THETFORD, ON TUESDAY 18th JUNE 2019

The Mayor, Councillor B J Canham

Councillors:

M P Brindle (Vice Chair)
J Butler
J James (Chair)

C R P Burnett
C Harvey

Officers in attendance
Tina Cunnell
Chris Crimmen

Town Clerk
Committee Secretary

Minutes

- 107/19 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None.
- 108/19 APOLOGIES FOR ABSENCE
None.
- 109/19 MINUTES
RESOLVED: The minutes of the committee meeting held on the 21st May 2019, received by Full Council on the 28th May 2019, as a true record be signed/initialled by the Chairman.
- 110/19 FINANCIAL REPORTS FOR MONTH ONE AND TWO
The Chair and Town Clerk reviewed Months 1 and 2 financial reports (see Appendix A) and answered Councillors questions that were raised.
After the discussion Councillor C Burnett proposed and Councillor J Butler seconded:
RECOMMENDATION: That Thetford Town Council adopt the financial reports for Months 1 and 2 and the schedule of payments included therein.
- 111/19 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018-19
The Town Clerk had circulated the Annual Governance and Accountability Return 2018/19 (see Appendix B) and went through the document with Councillors. Page 3 has been completed by the Internal Auditor.
The Town Clerk provided detail of the requirement of the Annual Governance Statement provided by the document "Governance and Accountability for Smaller Authorities in England". Section 1 (page 4) Annual Governance Statement 2018-19, questions and responses were considered by Finance Committee on 21st May 2019 under minute no 19/19.
The Town Clerk provided the wording for the figures included in the Accounting Statements showing how they were derived from the Year End Financial Report 2018/19 agreed at Full Council in May 2019. Section 2 (page 5) Accounting Statements 2018/19 has been completed as per the yearend financial report agreed by Full Council under minute no. 32/19a (May 2019).
Section 1 and 2 have to be agreed by full council next week but the finance committee can recommend full council approval.
After a discussion Councillor J Butler proposed and Councillor C Burnett seconded:
RECOMMENDATION: That Thetford Town Council adopt the Sections 1 and 2 of the Annual Governance and Accountability Return 2018/19 (Appendix A).

COMMITTEE FINANCIAL DECISIONS

The Committee noted the following Committee Financial Decisions.

Full Council

36/19 REPAIRS TO REDCASTLE PLAY AREA

The Town Clerk reported she had obtained 3 quotes to replace the rubber matting that had been vandalised and proposed a risk to users. Under her powers in 4.5 Financial Regulations to authorise Health & Safety repairs a contract was issued to Playscape for £3395 (5420).

RESOLVED: That Thetford Town Council replace the rubber matting at the Redcastle Play Area at a cost of £3,395 (5420).

ALP

58/19 NOTICEBOARDS FOR TOWN COUNCIL SITES

The Deputy Town Clerk asked Councillors to consider the purchase of 8xA2 noticeboards/information panels at a total cost of £1,960. After a discussion Councillor T Jermy proposed and Councillor C Harvey seconded:

RESOLVED: That Thetford Town Council purchase 8xA2 noticeboards/information panels for Town Council sites at a cost of £1,960.

63/19 SMALL GRANTS

An application for a small grant of £300 had been received from the Thetford U3A Photographic Group. After a discussion Councillor C Harvey proposed and Councillor J James seconded:

RESOLVED: Thetford Town Council award a small grant of £300 to the U3A Photographic Group.

64/19 GUILDHALL STATUE

The Deputy Town Clerk reported that in June 2019 the Council agreed to suspend tender financial regulations and award the contract to Fairfield Stone for £24,649 because the insurance company were dictating how we awarded the works. Fairhaven's Stone revised their price and their final quote was revised to £29,788.01 In February ALP agreed to award the contract to Alan Lamb based on the fact that they were now cheaper at a cost of £29,772. The internal auditor has recommended that we formally resolve this change. After a discussion Councillor M Brindle proposed and Councillor T Jermy seconded:

RECOMMENDATION: Thetford Town Council agree to award the contact to replace the Guildhall Statue at a cost of £29,772 to Alan Lamb on the advice of the Town Councils internal auditor.

CONTRACTS UPDATE

The Committee noted the following contracts.

Ref	Title	Description		Awarded To	Cost	Tender	Contract Finders Website
TTC/19/001	Trim Trail Tender		1 year	undecided	£40000	y	y
TTC/19/009	TTC Insurance	Annual TTC Insurance 2019-2021	3 years	undecided	?	y	y

114/18

REVIEW OF DEBTORS AND POTENTIAL WRITE OFF ACTION

The Chair reviewed the debtors list and after a discussion it was agreed to arrange in-house training for all Council finance staff on contra entries in the accounts which would simplify reporting.

Note: Sage Systems states that if you have a customer who is also a supplier, you may want to offset the outstanding customer and supplier invoices. This is known as making a contra entry. You can offset the two invoices by creating a bank account specifically for the contra entry. This means when you record the invoices as being paid, it doesn't affect your current bank account balance.

115/19

INSURANCE TENDER DOCUMENT

The Town Clerk reported the tender went on all councils media platforms as well as contractors website as per Financial Regulations. She had directly contacted three companies and received 3 back but one was delivered outside of the council's tender criteria (per Financial Regulations) and so could not be accepted.

The tenders were reviewed by three Finance committee members and the Clerk discussed the tenders received and put forward the recommendation below:

Company	1 year	3 year
A	8944.55	8201.33
B	16074.39	16074.39

The committee members recommend Company A for the following reasons.

1. They responded to our needs analysis with a site visit and consultation with the councillors.
2. The sum insured has already been increased by 3% which is best practice.
3. The policy covers all aspects requested and a review for consideration was produced by the company.
4. The committee members would recommend that terrorist cover be added to the policy at a cost of £1558.26 including Insurance Premium Tax.
5. The committee members would also recommend that personnel identify key personnel so the appropriate insurance can be considered.

After a discussion on the tender documents Councillor C Burnett proposed and Councillor C Harvey:

RECOMMENDATION: That Thetford Town Council accept the Company A tender for the 3 year contract of £8,201.33.

After a discussion on the recommended terrorist cover, which would pay out should the Government declare a national terrorist incident, Councillor B Canham proposed and Councillor C Burnett seconded:

RECOMMENDATION: That Thetford Town Council accept the Terrorist Cover be added to the insurance policy at a cost of £1,558.26 which will be reviewed each year.

After a discussion on the recommendation that the Personnel Committee identify key personnel so that the appropriate insurance can be considered Councillor J Butler proposed and Councillor B Canham seconded:

RECOMMENDATION: That the Finance Committee identify key personnel so that the appropriate insurance can be considered.

116/18

CORRESPONDENCE

None.

117/18 COMMITTEE OFFICERS UPDATE
None.

118/18 COMMUNITY ENGAGEMENT
None.

	Action	Date and Responsibility
1	Arrange in house Contra training.	July 2019, Town Clerk
2	Identify key personnel.	July 2019, Town Clerk

Chairman.

