

MINUTES OF A MEETING OF THE FINANCE COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE,
THETFORD, ON TUESDAY 23rd JULY 2019

The Mayor, Councillor B J Canham

Councillors:

M P Brindle (Vice Chair)
J Butler
C Harvey

C R P Burnett
D M Crawford
J James (Chair)

Officers in attendance
Tina Cunnell
Chris Crimmen

Town Clerk
Committee Secretary

Minutes

216/19

DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None.

217/19

APOLOGIES FOR ABSENCE

None.

218/19

MINUTES

RESOLVED: The minutes of the committee meeting held on the 18th June 2019, received by Full Council on the 25th June 2019, as a true record and signed/initialled by the Chairman.

219/19

FINANCIAL REPORTS FOR MONTH THREE

The Chair apologised to the Committee and informed them that the Council have had issues with their Sage software which has not been reporting as expected. The Town Clerk has spoken to the Sage Consultant who has been working for the Council and he will extract the Budget from the Sage accounts as soon as possible so that the financial reports for month 3 and the schedule of payments contained therein can be adopted by Thetford Town Council. There followed a discussion and Councillor J James proposed and Councillor D Crawford seconded:

RECOMMENDATION: Due to the Sage software set up by the Sage Consultant not operating as required the Finance Committee are unable to recommend Month Three Financial Reports and the schedule of payments contained therein.

220/19

COMMITTEE FINANCIAL DECISIONS

The Committee noted the following Committee decisions.

89/19 **EVENTS**

The VEM Officer reported on:

- The Soapbox Challenge: He wished to thank all the volunteers that made this a great success. The Committee discussed how next year the event could be improved and one area that will be investigated is combining the Soapbox & River Day with a change route for the karts. It was decided that this change should be worked up into a plan and resubmitted to a future committee.
- VE75 8th/9th/10th May 2020: After a discussion Councillor D Crawford proposed and Councillor C Harvey seconded:

RESOLVED: That Thetford Town Council set aside £1,500 from the Festival Arts Reserve (3170) to be used for the VE75 weekend 8th/9th/10th May 2020

Full Council

RECOMMENDATION: Thetford Town Council agree to award the contract to replace the Guildhall Statue at a cost of £29,772 to Alan Lamb the financial regulations were suspended as the awarding of the works were dictated by the insurance company and the specialist nature of the works.

RECOMMENDATION: Thetford Town Council approved the revised payment schedule for St Peters. Councillors agreed to suspend the financial regulations due to the specialist nature of the works and approved the high level works on the Tower £4195 at a cost of (Nominal Code 3025).

RESOLVED: The ALP Committee recommendations and minutes were adopted as presented.

a) Civic Committee (minutes 93/19 – 106/19) 13/06/2019

RECOMMENDATION: That Thetford Town Council take £740 from the Civic Event reserve (3152) to pay for the shortfall in the Freedom of the Town Event.

RESOLVED: The Civic Committee recommendations and minutes were adopted as presented.

b) Finance Committee (93/19 – 106/19) 18/06/2019

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

RESOLVED: The Finance Committee recommendations and minutes were adopted as presented.

153/19 RICHARD EASTEN WAY

The Deputy Town Clerk asked Councillors to consider the cost of replacing 97metres of knee high rail fencing at Sturston Close at a cost of £1120 from the Open Space Management budget (5420). After a discussion Councillor C Harvey proposed and Councillor T Jermy seconded:

RESOLVED: That Thetford Town Council replace 97metres of knee high rail fencing at Sturston Close at a cost of £1120 from the play park budget (5420).

154/19 TREE MAINTENANCE WORKS 2019/20

The Deputy Town Clerk asked Councillors to consider recommendations from tree management survey and our tree contractor has recommended the following:-

- Urgent works of up to £4,965 to be completed in the next 6 months.
- This years scheduled tree work is 6-12 month tree work INCLUDING work not completed from last year. Estimated cost £17,630. The majority of this work is at Barnham Cross Common.
- The Council have also committed the £6,000 of works for Frederick's Wood.
Note: The tree work at Castle Mound, Melford Common and a tree at Spring Walk will require traffic management.

After a discussion Councillor C Harvey proposed and C Barreto seconded:

RESOLVED: That Thetford Town Council carry out the following work from 5455 budget.

- Urgent works of up to £4,965 to be completed in the next 6 months.
- This years scheduled tree work is 6-12 month tree work INCLUDING work not completed from last year. Estimated cost £17,630. The majority of this work is at Barnham Cross Common.
- The Council have also committed the £6,000 of works for Frederick's Wood

156/19 CASTLE PARK FENCING

The Deputy Town Clerk asked Councillors to consider quotes for the archaeological supervision of fencing works. This is for a supervisor to be present for 3 days whilst the holes are dug for the new fencing surrounding Castle Park at a cost of £2,716.80. After a discussion Councillor C Harvey proposed and Councillor J Butler seconded:

RESOLVED: That Thetford Town Council pay £2,716.80 for a supervisor to be present whilst holes a dug to the new fence surrounding Castle Park (5420).

158/19 Small Grants

The Deputy Town Clerk asked Councillors to consider a small grant request from Princes Trust for £300. After s discussion Councillor T Jermy proposed and Councillor C Barreto seconded:

RESOLVED: That Thetford Town Council award a grant of £300 to the Princes Trust (5452).

221/19

CONTRACTS UPDATE

The Committee noted the following contract update.

Reference	Title	Description		Awarded To	Cost	Tender	Contract Finders Website
TTC/19/001	Trim Trail Tender	Consulting	1 year	undecided	£40000	y	y
TTC/19/009	TTC Insurance	Annual TTC Insurance 2019-2021	3 years	Zurich	£9759.59	y	y

222/19

REVIEW OF DEBTORS AND POTENTIAL WRITE OFF ACTION

The Committee discussed the Aged Creditors and Debtors Analysis and Councillor J James proposed and Councillor C Burnett seconded:

RESOLVED: To accompany the Aged Credits and Debtors lists in future there will be a commentary on the credit control taken by the Council.

223/19

TERMS OF REFERENCE

The Committee reviewed the Terms of Reference for the Finance Committee and were content with the policy document.

224/19

FINANCIAL MANAGEMENT RISK ASSESMENT

The Town Clerk had circulated the Assessment of Risk control sheets to Councillors and the Chair were through the document noting the various changes needed for 2019/20. The following Assessment of Risk 2019/20 (see Appendix A) was agreed to go forward to Council. Councillor J James proposed and Councillor C Burnett seconded:

RECOMMENDATION: That Thetford Town Council adopt the Assessment of Risk for 2019/20 (see Appendix A).

- 225/18 INVESTMENT UPDATE
The Chair had circulated the latest quarterly report from Barratt & Cooke the Councils Stockbroker and this was noted by Councillors.
- 226/18 CORRESPONDENCE
None.
- 227/18 COMMITTEE OFFICERS UPDATE
None.
- 228/18 COMMUNITY ENGAGEMENT
None.

Chairman.

DRAFT