

Draft	<p style="text-align: center;">New Alresford Town Council Finance Committee Meeting held at the Arlebury Park 7.30pm Thursday 1st September, 2016</p>	Page 8
Present	<p>Cllrs:- M. Power, K. Barrett, S. Evans (arrived 8.00pm) L. Griffiths, S. Kerr-Smiley, A. Saunders, I. Spencer Clerks: J. Cleve(Finance) S.Kavanagh (Town)</p>	
33	Apologies. Cllr. B. Jeffs, E. Jeffs	
34	Declarations of Interest on Agenda Items	
34.1	Name: Cllr. Evans Item: Cleaning Procurement Type: Personal. Reason: Cllr. Evans is acquainted with one of the Cleaning Company owners quoting for the cleaning contract.	
35	Minutes of Meeting - Minutes of Meeting held 2nd June, 2016	
35.1	Resolution: To approve the Minutes of 2 nd June, 2016 as true and accurate. Proposed: Cllr. Barrett Seconded: Cllr. Spencer (AGREED)	
36	Public Participation - None	
37	Status of Financial Actions	
37.1	Resolution: For Lloyds account payments to be set-up by Finance Clerk and the release of funds to be authorised by two Cllr. signatories. Proposed: Cllr. Power. Seconded: Cllr. Griffiths. (AGREED)	
37.2	Resolution: For matters reported on the Annual Governance Statement 2015/16 relating to the ARC to be investigated by the ARC sub- committee. Items 2/3/7. Proposed: Cllr. Power. Seconded: Cllr. Griffiths. (Agreed)	
37.3	Resolution: For the ARC sub-Committee to monitor the ARC budget and produce monthly statements to be agreed by Full Council. Proposed: Cllr. Power. Seconded: Cllr. Barrett (Agreed)	
38	Budget 2016/17 – A discussion took place to clarify the movements agreed at Full Town Council on 21 st June. (1) To move the agreed budget reduction of £950 from Personnel Costs and the agreed budget reduction from ARC cleaning budget of £950 totalling £1900 to Recreation Committee Playground Equipment Reserve. (2) The £21,000 ARC budget to be moved to a ‘named’ expenditure. (3) For Finance Clerk to confirm the minute moving £3,900 changing room cleaning from Dept .1 Office to Dept. 4 Recreation.	
39	Finance Yr. to Date – A review of the ARC 2015/16 receipts and 2016/17 receipts to date indicated a reduction in bar receipts. This was investigated and reported as a higher number of functions held in the same period in 2015/16.	
40	Balance Sheet - Finance Clerk to report back with an explanation of Sales Tax and Purchase Tax	
41	Profit & Loss – APPROVED	
42	Aged Debtors - Finance Clerk to contact Music Festival in respect of their outstanding debt. Cllr. Barrett to contact –the Football Club in respect of their outstanding debt. (AGREED)	
43	ARC Card Machine – Resolution: To approve World Pay Standard package (fixed unit) as the ARC Card Machine provider. Proposed: Cllr. Evans. Seconded: Cllr. Kerr-Smiley (AGREED)	
44	Risk Assessment – Long Term Deferred awaiting current situation. Short Term Risk Assessment to be tabled at future Finance meetings.	
45	Internal Auditor -	
45.1	Resolution: To change Internal Auditor every three years. Proposed: Cllr. Power. Seconded: Cllr. Griffiths (AGREED)	
45.2	Resolution: To write to the Internal Auditor informing him of Councils intention to Change Auditors. Proposed: Cllr. Power. Seconded: Cllr. Griffiths. (AGREED) Clerk to contact Internal Auditor to ascertain his present intentions in light of his illness,	
46	Balance Sheet Resolution: To review the quotes to commission a Balance Sheet. (REJECTED)	

47	Earmarked Reserves - Resolution: To identify and designated reserves commissioned for future projects prior to year-end. Proposed: Cllr. Power. Seconded: Cllr. Griffiths (AGREED)	
48	Financial Regulations - Resolution: To recommend that Full Council accept the Financial Regulations recently retrofitted with new advice from HALC. Proposed: Cllr. Power. Seconded: Cllr. Kerr-Smiley (AGREED)	
49	Cleaning Outsourcing- Resolution: To produce a spreadsheet giving a breakdown of internal expenses against external quotes. Proposed: Cllr. Griffiths. Seconded Cllr. Power (AGREED) Item scheduled for decision at next Finance meeting.	
50	Resolution: For Cllr. Barrett to prepare a paper on where we are with the sports club licences. Proposed: Cllr. Power. Seconded: Cllr. Spencer (AGREED)	
51	Review of PWLB Commitments – Resolution: To repay PWLB early (REJECTED) Rejection due to repayment charges.	
52	ARC Sub- Committee.	
52.1	Resolution: To recommend to Full Council a Sub-Committee of the Finance Committee be introduced to review the ARC. Proposed: Cllr. Power. Seconded: Cllr. Saunders. (AGREED)	
52.2	Resolution: To approve the terms of reference for the ARC Sub-Committee to be ratified by Full Council. Proposed: Cllr. Power. Seconded: Cllr. Saunders (AGREED)	
53	Next Schedule Meeting – Thursday, 7.30pm 13th October, 2016	
	Meeting Closed 22.20	Page 9

