



# New Alresford Town Council

## FULL TOWN COUNCIL MEETING

**MINUTES OF THE MEETING OF NEW ALRESFORD TOWN COUNCIL held on  
TUESDAY 20<sup>th</sup> June 2017 at 7.30PM in the Alresford Recreation Centre, Alresford**

	In Attendance	Apologies	Absent
Cllr Boyes	✓		
Cllr Deeming	✓		
Cllr Evans	✓		
Cllr Gordon	✓		
Cllr E Jeffs	✓		
Cllr B Jeffs	✓		
Cllr Pinch	✓		
Cllr Power	✓		
Cllr Spencer	✓		
Cllr Sprott	✓		
Cllr Witchard	✓		

Also present: Mrs Karen Ross- Locum Town Clerk, and 8 members of the public

**3556 To receive and accept apologies for absence**

There were no apologies for absence

**3539 To receive Declarations of Interest on Agenda Items**

Cllr Evans declared an interest in Item 3551.04- Chamber of Commerce Grant as he had submitted the grant

**3540 To receive the Minutes of Full Council meeting on 16<sup>th</sup> May 2017**

The minutes of 16<sup>th</sup> May 2017 were **RECEIVED** and **ACCEPTED** as a true record of the meeting.

**3541 Public participation**

There were 8 members of the public in attendance

Mr Scott Cleeve expressed concern that the closure of the ARC Bar will have detrimental financial impact on both the rugby and football clubs

Mr Atkins read out questions on the ARC Bar which he had submitted to the clerk by email prior to the meeting

Mr Howard Lewis spoke in support of the Tennis Court Grant application

Mrs Fiona Issacs spoke in support of the Chamber of Commerce Grant application

**3542 To note the current financial situation**

The current financial situation was **NOTED** and all financial reports can be found as Appendix A

- 3543 To receive and approve the list of payments**  
The payments were **APPROVED** for payments
- 3544 To accept the Internal Auditors report and formulate a plan to deal with issues**  
The Internal Auditors report was **ACCEPTED**.  
The plan as specified in Appendix B was accepted
- 3545 To receive the Accounts**  
The Accounts for financial year ending 31<sup>st</sup> March 2016 were **RECEIVED** and **APPROVED**
- 3546 To sign Annual Governance statement**  
The Annual Governance statement was signed on a proposal from Cllr Power and seconded by Cllr Pinch. All members voted unanimously to accept this resolution.
- 3547 To sign the Accounting statements**  
The Accounting statements were signed on a proposal from Cllr Power and seconded by Cllr Pinch. All members voted unanimously to accept this resolution.
- 3548 To agree the Insurance cover**  
It was **RESOLVED**  
that the Council would accept the quote from Came and Co (Inspire)  
For the insurance Year ending June 2018.  
Proposed by Cllr Evans  
Seconded by Cllr Sprott  
All members voted unanimously to accept this resolution
- 3549 To agree the contribution towards the Market Manager at a cost of £5,000 per annum**  
It was noted that this had been agreed at the October meeting of the Town Council but that subsequently the Market Manager had resigned from the post and therefore any contribution would be retained by the Town Council until a decision on whether the post is retained is received.
- 3550 To consider the IT contract**  
The proposal by Technique was **ACCEPTED** subject to a confidentiality clause and references being obtained.
- 3551 To consider grants received**  
**3551.01 Tennis Club**  
It was **RESOLVED**  
that under its power under section s87 of the public health Act 1936 the Town Council would support the grant for £1000. Proposed by Cllr Powers and seconded by Cllr Pinch. All members voted unanimously to accept this resolution.

- 3551.02 Victim support**  
It was  
**RESOLVED**  
That under its powers under section 137 of the Local Government Act 1972 a grant of £100 would be awarded to Victim support for buying security items. Proposed by Cllr Power and seconded by Cllr B Jeffs. All members voted unanimously to accept this resolution.
- 3551.03 Giles Group of Alresford**  
It was  
**RESOLVED**  
That under its powers under section 137 of the Local Government Act 1972 a grant of £350 would be granted to the Giles Group of Alresford for funding the Hall hire costs. Proposed by Cllr Power and seconded by Cllr B Jeffs. All members voted unanimously to accept this resolution.
- 3551.04 Chamber of commerce**  
Cllr Evans spoke in support of this grant and then left the room.  
This grant was rejected as it was applied for retrospectively.
- 3551.05 St Johns Ambulance**  
It was agreed to defer this application until Accounts were supplied and that clarification on the specifics of what is required financial assistance or room hire
- 3552 To agree the purchase of 2 laptops**  
It was  
**RESOLVED**  
That the Council would purchase 2 laptops plus software at a cost of no more than £1000.00. This would be paid out of the office budget. Proposed by Cllr Boyes and seconded by Cllr Pinch. This motion was carried on a vote of 10 FOR with 1 AGAINST (Cllr Evans)
- 3553 To agree the purchase of a fire proof safe**  
It was agreed that the Town Council would look at alternative document storage.
- 3554 To agree the installation of Hall master on line booking system at a cost £180**  
It was  
**RESOLVED**  
To agree the installation of Hall master on line booking system at a cost £180.  
Proposed by Cllr Power and seconded by Cllr B Jeffs. All members voted unanimously to accept this resolution.
- 3555 To note the minutes of the following committees and ratify the resolutions therein**  
**Planning 6<sup>th</sup> June 2017**  
The minutes of the Planning Meeting held on 6<sup>th</sup> June 2017 were **NOTED**

- 3556 To note Reports from outside bodies**  
There were no reports to **NOTED**
- 3557 To note the date of the next Council meeting as 18<sup>th</sup> July 2017**  
The date of next meeting was confirmed as 18<sup>th</sup> July 2017
- 3558 Exempt Meeting Resolution: To exclude Public and Press in accordance with Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972 S100A**  
This resolution was agreed to discuss staffing issues  
The Terms and conditions of the RFO and Booking Clerk was agreed.

**Appendix A**  
**Financial documents**

	<u>Period</u>	
<b>Fixed Assets</b>		0.00
<b>Current Assets</b>		
Stock	-596.63	
Debtors	-126.90	
Prepayments	-1521.00	
Bank - Current Acc	67732.59	
Petty Cash	0.00	
		65488.06
<b>Current Liabilities</b>		
Creditors	-14242.79	
Accruals	-27861.50	
Sales VAT	61.28	
Purchase VAT	-2672.90	
VAT Liability	-2822.92	
Pension Fund	-437.87	
		-47976.70
<b>Current Assets less Current Liabilities:</b>		113464.76
<b>Total Assets less Current Liabilities:</b>		113464.76
<b>Capital &amp; Reserves</b>		
Earmarked Reserves	8878.72	
Reserves	-8878.72	
P & L Account	113464.76	
Previous Year Adj		113464.76

**New Alresford Town Council**  
**Day Books: Supplier Payments (Detailed)**

Date From: 01/05/2017  
DateTo: 31/05/2017

Bank 1201								
No	Type	A/C	Date	Ref	Details	Net£	Tax£	Gross£
34610	PP	WORLDPAY	31/05/2017	WorldPay	Final Charges	27.84	0.00	27.84
34611	PP	WICKSTEE	02/05/2017	Wicksteed	Aerial Slide Installation	10100.58	0.00	10100.58
34612	PP	ACQLOCK	02/05/2017	ACQ	Lock Repair	90.00	0.00	90.00
34694	PP	CNG	22/05/2017	CNG	Gas Supply Charges	431.48	0.00	431.48
34695	PP	1&1INTER	23/05/2017	1&1 Internet	Website Support	19.12	0.00	19.12
34696	PP	DUALENER	30/05/2017	Dual	Electricity Charges - REC	35.00	0.00	35.00
34701	PP	BRIDGES	31/05/2017	P Bridges	Grass Cutting	1980.69	0.00	1980.69
34702	PP	VIKING	31/05/2017	Viking	Stationery	134.37	0.00	134.37
34703	PP	TELECALL	31/05/2017	Telecall	Call Charges & Maintenance	113.53	0.00	113.53
34704	PP	TWA	31/05/2017	TWA	Accountancy Fees	240.00	0.00	240.00
34705	PP	RETRO	31/05/2017	Retro	Monthly Cleaning Charges	1507.99	0.00	1507.99
34706	PP	PHASETEC	31/05/2017	Phase Tech	Monthly Water Treatment Testing	168.26	0.00	168.26
34707	PP	HANGINGG	31/05/2017	Hanging Garden	Hanging Baskets	5787.00	0.00	5787.00
34708	PP	CANNON	31/05/2017	Cannon/OCS	Hygiene Services	157.10	0.00	157.10
34709	PP	BIFFA	31/05/2017	Biffa	Trade Waste	81.78	0.00	81.78
34710	PP	DIRCLEAN	31/05/2017	Direct Cleaning	Window Cleaning	75.00	0.00	75.00
34711	PP	JCMGLASS	31/05/2017	JMC	Window Repair	150.00	0.00	150.00
34712	PP	INTRATES	31/05/2017	Intratest	Lighting Inspection	450.00	0.00	450.00
34713	PP	DOTHENUM	31/05/2017	Do the Numbers	Internal Audit Fees	925.00	0.00	925.00
34715	PP	INVESTEC	31/05/2017	Investec	Lease Settlement	1173.00	0.00	1173.00
34717	PP	EPOSNOW	31/05/2017	Epos	Final Charges	144.00	0.00	144.00
34718	PP	CHRISMATHEW	31/05/2017	C Matthews	Tree Removal at Sun Hill	100.00	0.00	100.00
34721	PP	EWALSHE	31/05/2017	E Walshe	Caretaking Charges	233.50	0.00	233.50
34723	PP	BT	26/05/2017	BT	Services Final Payment	198.59	0.00	198.59
<b>Totals £</b>						<b>24323.83</b>	<b>0.00</b>	<b>24323.83</b>

**New Alresford Town Council**  
**May Finance Report for the year to date 2016/2017**

Tran Date From: 01/04/2017

Tran Date To: 31/05/2017

**Dept.Name :**

<u>N/C Name</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Income</u>	<u>Profit/Loss</u>
Precept			137427.00	-137427.00
Council Tax Support Grant			8867.50	-8867.50
Total for Dept.0: Default	<u>0.00</u>		<u>146294.50</u>	<u>-146294.50</u>

**Dept.Name :**

**Office**

<u>N/C Name</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Income</u>	<u>Profit/Loss</u>
ARC - Gross Wages			21114.06	-21114.06
Miscellaneous Expenses		59.50		59.50
Gross Wages		38332.64		38332.64
Employers N.I.		1623.72		1623.72
Employers Pensions		1379.43		1379.43
Gen Office Expenses		19.99		19.99
Postage and Carriage		56.00		56.00
Telephone		270.20		270.20
Office Stationery		45.32		45.32
Subscriptions		1053.00		1053.00
Computing		35.30		35.30
Office Equipment		394.95		394.95
Total for Dept.1: Office	<u>114859.00</u>	<u>43270.05</u>	<u>21114.06</u>	<u>22165.99</u>

**Dept.Name :**

**Premises**

<u>N/C Name</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Income</u>	<u>Profit/Loss</u>
Main Hall Hire			30.00	-30.00
General Rates		820.00		820.00
Premises Insurance		1521.00		1521.00
Electricity			0.28	-0.28
Gas		359.57		359.57
Repairs and Renewals		245.00		245.00
Cleaning		2352.79		2352.79
Premises Expenses		630.54		630.54
Trade Waste		122.19		122.19
Total for Dept.2: Premises	<u>38212.00</u>	<u>6051.09</u>	<u>30.28</u>	<u>6020.81</u>

**Dept.Name :**

**Environment**

<u>N/C Name</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Income</u>	<u>Profit/Loss</u>
Public Lighting (PFI)				
Allotments		815.00		815.00
Bus Shelters		160.00		160.00
Dog Fouling			910.00	-910.00
SLR		150.00		150.00
Litter Control Gross Wages		771.13		771.13
Total for Dept.3: Environment	<u>9208.00</u>	<u>1896.13</u>	<u>910.00</u>	<u>986.13</u>

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<u>Dept.Name :</u>	Recreation			
<u>N/C Name</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Income</u>	<u>Profit/Loss</u>
Recreation Ground Hire			166.67	-166.67
Tennis Rent			599.00	-599.00
Electricity		18.00		18.00
Cleaning		754.00		754.00
Premises Expenses		52.16		52.16
Stratton Bates Pavillion		52.16		52.16
Groundsmans Report/Inspections		240.15		240.15
Arlebury Park		50.00		50.00
Grass Cutting/Strimming		3281.38		3281.38
Playgrounds & Equipment		140.00		140.00
Stratton Bates Pavillion		100.00		100.00
<b>Total for Dept.4: Recreation</b>	<b><u>46264.00</u></b>	<b><u>4687.85</u></b>	<b><u>765.67</u></b>	<b><u>3922.18</u></b>

<u>Dept.Name :</u>	Tourism			
<u>N/C Name</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Income</u>	<u>Profit/Loss</u>
Hanging Baskets			5118.00	-5118.00
Sales of Assets			500.00	-500.00
Hanging Baskets		5197.50		5197.50
Grants & Donations		625.00		625.00
<b>Total for Dept.5: Tourism</b>	<b><u>15508.00</u></b>	<b><u>5822.50</u></b>	<b><u>5618.00</u></b>	<b><u>204.50</u></b>

<u>Dept.Name :</u>	Full Council			
<u>N/C Name</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Income</u>	<u>Profit/Loss</u>
Website		15.93		15.93
Internal/External Audit Fees				
Accountancy Fees			50.00	-50.00
Bank/Other Charges		40.11		40.11
<b>Total for Dept.6: Full Council</b>	<b><u>52538</u></b>	<b><u>56.04</u></b>	<b><u>50.00</u></b>	<b><u>6.04</u></b>

<u>Dept.Name :</u>	Full Council			
<u>N/C Name</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Income</u>	<u>Profit/Loss</u>
<b>Total for Dept.7: Full Council</b>	<b><u>16000.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>

<u>Dept.Name :</u>	ARC			
<u>N/C Name</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Income</u>	<u>Profit/Loss</u>
ARC - Prof.Stock Check				
ARC - Leases				
ARC - Sky/BT Sports			235.68	-235.68
ARC - Operating Costs			150.23	-150.23
ARC - Bar Equipment Costs			80.00	-80.00
ARC - Card Machine Charges				
<b>Total for Dept.8: ARC</b>	<b><u>0.00</u></b>		<b><u>465.91</u></b>	<b><u>-465.91</u></b>

**Grand Total:** 61783.66 175248.42 -113464.76



## **Appendix B**

### **External Auditor Report**

#### **Confidential minutes**

The council has, by necessity had to use confidential minutes frequently in 2016/17. Great care should be taken to minimise their use where possible.

The nature of the confidential business should always be outlined in the public minutes.

Confidential minutes should never be used for awarding of contracts.

*Confidential minutes will be used by staff and commercially sensitive information only*

#### **Minutes**

Minute filing It is a requirement of the transparency code that draft minutes are uploaded within a month of every meeting.

For those committees that meet rarely, the draft minutes should be printed and filed and the web upload done in a timely manner.

*All minutes will be added to website in draft form*

#### **Committee Structure**

At present some of the committees of the council are inquorate, and the clerk is a locum.

It may be worth running as much business as possible through full council and then restarting the committees in the autumn.

*Committee structure will be included on the July agenda for restarting in September. Any councillor with any ideas should contact the Clerk for inclusion with this agenda*

#### **Cancelled meetings**

Due to lack of staff and members, some planned meetings have recently not been held.

All cancelled meetings should be clearly marked as such on the website – with appropriate reasons.

*This has been rectified with the website updated*

#### **Unbudgeted expenditure**

The council has continued to commit to expenditure without clear reference to the budget available.

Capital items, grants and replacement items should be deferred if the budget is fully spent.

*This should be adhered by Councillors*

#### **Purchase invoices**

Some of the invoices on file are addressed to Councillors at their home addresses rather than the RFO at the office. This is not good practice.

The council should only pay (and reclaim the VAT relating to) invoices addressed to the office

*This should be noted by Town Councillors*

#### **Budget monitoring**

The council does not appear to carry out budget monitoring at all.

The budget should be loaded onto the Sage system without delay and incorporated into all finance reporting.

*The budget has been loaded on sage*

#### **General Reserves**

The reserves of the council are – and have been for the last 8 years – significantly below the guidance.

The council should look at both income and expenditure to set a budget to bring general reserves towards 4 months of revenue expenditure (£160k)

### **Earmarked reserves**

The council has insufficient funds to consider any new projects within the next year. Earmarked reserves should always be for specific projects with defined values, time frames and reasons.

The council has undertaken several unbudgeted capital projects.

Until reserves are replenished, day to day economies must be the priority

PWLB Loans The council has 7 PWLB loans which currently amount to £284,387 (more than the precept) and are costing nearly £15,000 per year in interest alone.

NATC should budget and spend prudently at least until the solar panel and football club stand loans are repaid in 2020.

*This should be noted by Town Councillors*

### **Salaries**

Wages It is good practice to minute (confidentially) each year the total cost of wages by postholder, pay grade, pension cost etc.

This should be done as part of the budget setting and at the time that the RFO and clerk posts are permanently filled

*Appraisals and wage setting will be on the October agenda.*

### **Fixed asset register**

The finance officer has commenced a thorough review of the asset register which should be complete by the end of 2017/18

Officers should update the register each and every time an asset is purchased or disposed of.

*Asset Register has been updated and the upkeep of it has been included in the job description of the finance clerk*

### **Social Media**

Social Media NATC has a Facebook page which is not under the control of the proper officer.

All social media should be managed from the office according to a published policy.

*The clerk is now an admin of the site*

*A social media policy will be constructed for approval at the July meeting*

### **Councillor training**

NATC has not been in the habit of requesting that Councillors are appropriately trained in Chairing skills, Council finance legislation and roles and responsibilities.

All councillors should avail themselves of training opportunities to allow them to run meetings in a proper manner and improve the effectiveness of the council.

*All Councillors have been issue a list of courses*

### **Audit reports**

The council has been noting internal and external audit reports but there is no evidence of clear action plans.

All audit reports should be shown in original form to members. A specific action plan for every point raised should be clearly minuted and then revisited in six months to check progress.

*The Audit reports have been discussed by the Finance committee. These will now be on the full town council agenda*

### **Accounting Software**

The council is current limited in its ability to produce timely and accurate budget comparison and forward planning financial documents by the narrow reporting facilities of the Sage system.

It may be worth the council converting to a system aimed at the Parish sector, such as Omega or Scribe or Edge. When the new clerk and RFO are in post they can make appropriate recommendations to members.

*This item will be dealt with once the RFO has taken place*

### **Bank reconciliation**

It is good practice for the reconciled bank balance to be included in the signed minutes.

The Sage balance sheet should be included in the minutes along with the sage payments list each month.

*This will included*

### **ARC Bar**

*The Council closed the ARC bar on 28th March, made the staff redundant and has sold the stock. Hired equipment is being returned to its owners. Those contents which belonged to former employees are being returned to them.*

*The rooms are currently available to hire as non-licensed premises.*

*The council needs to quantify what return it wants from the space and invite bids to run the bar on a flat fee basis with no officer involvement.*

*The rooms are currently being booked on a request basis.*

*As per resolution at the march meeting of the Town Council decision not lease and close the bar was taken cannot be revisited unless by special resolution for a period of 6 months.*