

# SANDBACH TOWN COUNCIL

## Finance Committee

Agenda for the meeting to be held on Thursday, 29 May 2003 at 7.15pm in the Mayor's Room, Westfields.

1. **APOLOGIES FOR ABSENCE**
2. **FINANCIAL STATEMENT FOR APPROVAL**
3. **CASH PROJECTION FOR APPROVAL**
4. **CONFIRM STATEMENT OF 'EAR MARKED' RESERVES**
5. **SANDBACH TOWN COUNCIL WEBSITE**

The site [www.sandbach.gov.uk](http://www.sandbach.gov.uk) is now up and running. The website contains all minutes for the last 12 months, agendas since the last Annual Meeting, Standing Orders, Financial Regulations, Code of Conduct list of proposed meetings for 2003/4 and a list of members. Comments on how the site can be improved will be welcomed.

6. **APPLICATION FORM FOR DONATIONS**

The Clerk has drafted a form which it is suggested is given to applicants for donations to ensure adequate information is received by the Committee.

7. **REVIEW OF CLERKS' SALARIES**

### **7.1 The Clerk / Responsible Financial Officer**

The present Salary Scale is Spinal Column Point 34, as recommended by the National Association of Local Councils, at the rate of 20/37 of that scale.

### **7.2 Clerical Function**

The present Salary Scale is Spinal Column Point 17, as recommended by the National Association of Local Councils, and the rate, per hour, is paid.

8. **QUALITY COUNCIL TRAINING**

One of the requirements for Sandbach Town Council to become a Quality Council is that the Clerk is appropriately qualified. When the budget was set last November no training budget was set. It is recommended that a budget figure for training is set.

9. **SANDBACH SCHOOL**

At the Finance Meeting of 26 September 2002 the following decision was made: -

***RESOLVED:*** that a donation of £5,000 is made now and it is recommended that when preparing the budget for 2003/4 the Council should include a further £5,000 donation.

Provision is available within the General Reserves for the above recommendation to be implemented.

10. **LETTERS OF THANKS FOR DONATIONS**

### **10.1 CVS**

Jan Charles letter of thanks attached.

## **10.2 Guider Judy Wilson**

Letter of thanks attached.

## **10.3 University of the Third Age (U3A) Sandbach**

Letter of thanks attached.

## **11. APPLICATIONS FOR DONATIONS**

### **11.1 British Legion**

Following their application for a grant towards their proposed book publication, they have provided copies of the last three years accounts. The correspondence and the latest accounts are attached

### **11.2 Sandbach Literary Institution**

The trustees seek matched funding towards their HERS grant. The letter from the Council to the SLI is attached. Their reply is awaited.

## **12. CORRESPONDENCE**

### **12.1 Zurich Municipal**

- Notification of Annual Health and Safety Seminar to be held at Winsford on 25 June.
- Launch of a new CD-ROM based Risk Assessment package.
- Invitation to join their Local Council Advisory Service.

## **13. DATE, TIME AND PLACE OF NEXT MEETING**

The next Finance Committee Meeting is scheduled for 24 July to be held at the CVS, Hope Street.