

# SANDBACH TOWN COUNCIL

## Finance and Personnel Committee

Agenda for the meeting to be held on Thursday, 14 September 2006 at 7.15 pm at the Sandbach Literary Institution, Hightown.

**1. APOLOGIES FOR ABSENCE**

**2. FINANCE COMMITTEE TERMS OF REFERENCE**

To consider the draft proposals in line with the last meeting's recommendations. (Details to follow)

**3. ACCOUNTS FOR THE YEAR 2005/6 – INTERNAL AUDIT REPORT**

To accept the attached report from the internal auditor and to consider any changes that should be made to the Standing Orders or Finance Regulations in consequence.

**4. FINANCIAL STATEMENT FOR APPROVAL**

(Details to follow)

**5. CASH PROJECTION FOR APPROVAL**

(Details to follow)

**6. CONFIRM STATEMENT OF 'EAR MARKED' RESERVES**

To include a statement on the detailed expenditure on the SLI. (Details to follow)

**7. PAYMENTS FOR APPROVAL**

**7.1 Advertising costs for the Assistant Town Clerk**

That expenditure by the Clerk and the Recruitment Panel on advertising be approved.

**7.2 Finance Regulations**

Paragraph 3.4 as follows allows the Clerk to make emergency expenditure.

The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £200. The Clerk shall report the action to the Finance Committee as soon as practicable thereafter.

To consider increasing the above limit to £1,000.

**7.3 Direct Debit**

Finance Regulation Paragraph 6.6 as follows allows the Council to use Direct Debit facilities.

If thought appropriate by the Finance Committee, payment for utility supplies (energy, telephone and water) may be made by variable

Direct Debit provided that the instructions are signed by two members, and any payments are reported to the Finance Committee as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Finance Committee at least every two years.

As reported at the last meeting British Telecom's payment terms are proving difficult to follow and therefore the committee's approval is sought to make arrangements as above.

#### **7.4 Cheques for approval**

To approve the budgeted annual graveyard maintenance payments.

To approve the payments as listed by the Clerk.

### **8. ASSISTANT TOWN CLERK**

A report on progress will be given by the Recruitment Panel.

#### **8.1 Assistant Town Clerk Job Description**

To approve the insertion of the words in italics in item 6 of the Job Requirements as follows.

To progress through personal development and job training, to *be eligible* for the Town Clerk's position.

### **9. LETTERS OF THANKS**

There are none.

### **10. APPLICATIONS FOR DONATIONS**

#### **10.1 Sandbach Talking Newspaper**

They request a grant of £500 to purchase chairs to enable them to hold their Monthly Executive Committee Meetings at their own rented studio instead of paying more rent on a Meeting Room. The application is attached together with their latest set of accounts.

#### **10.2 Clean Team**

They ask for grants towards two separate projects for which the application forms are attached.

##### **1. Make a Difference Day Saturday 28th October**

They request a grant of £300 towards their project cost of £800 to involve as many people as possible to plant daffodil bulbs in open areas throughout Sandbach.

##### **2. Part time employee**

They request a grant of £6,000 towards their total cost of £16,000 over the next two financial years to employ a person to work for two days a week during the financial year 2007/2008 with the businesses of the town to enhance the appearance of the town and to minimize any harmful environmental impact they might create.

#### **10.3 Nadine Thornton – 21<sup>st</sup> World Scout Jamboree**

She seeks financial support towards her once in a lifetime experience.

#### **10.4 Lions Youth Brass band**

They seek a grant of £150 towards the cost of a competition they propose to hold for local young musicians. The application form is attached.

#### **10.5 Leighton Hospital Prostate Cancer Support Group**

They seek a grant of £1,000 towards the £30,000 required to purchase a new camera to improve the hospital's surgical equipment.

#### **10.6 CBC Gypsy and Traveller Arts Project**

The project co-ordinator wonders whether the Council would like to contribute. The details are attached.

### **11. CORRESPONDENCE**

#### **11.1 Bank of Scotland**

They offer attractive rates for Local Government deposit accounts.

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

The date of the next Finance Committee Meeting is scheduled for Thursday 9 November 2006 at 7.15 pm in the Sandbach Literary Institution, Hightown, Sandbach.