

SANDBACH TOWN COUNCIL

Minutes of the Meeting of the Finance Committee held at 7.15pm on 29 May 2003 in the Mayor's Room, Westfields.

PRESENT

Councillors: M R Sherman, Chairman
B E Moran, Vice-Chairman
Councillors: Mrs P E M Price
L Morris
N T Price
D Lloyd-Griffiths
W W Scragg
J M Keeling, Chairman of the Council

1. APOLOGIES FOR ABSENCE

Councillors: J Iddon
E A Lea
J J Moore

2. FINANCIAL STATEMENT FOR APPROVAL

RESOLVED: that the statement is approved.

3. CASH PROJECTION FOR APPROVAL

RESOLVED: that the statement is approved.

RESOLVED: that a formal review of the budget performance including variances will be carried out at the Finance Committee meeting to be held on 25 September.

4. CONFIRM STATEMENT OF 'EAR-MARKED' RESERVES

RESOLVED: that the statement is approved.

RESOLVED: that a formal review of the Earmarked Reserves will be carried out at the Finance Committee meeting to be held on 25 September.

5. SANDBACH TOWN COUNCIL WEBSITE

The site 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 were invited.

It was thought that more general information about Sandbach could be put on the site by using links to existing well-established and suitable sites.

The minutes should not be posted until the Chairman of that meeting had checked them and then should be marked 'DRAFT' until the full Council approved them.

Councillors' names should not appear as part of the minute of any item.

The home page uses heraldic language and could be made more inviting.

RESOLVED: that the Clerk is thanked for initiating the site, that the above comments are implemented and that the progress of the site is formally reviewed in six months' time (November)

6. APPLICATION FORM FOR DONATIONS

The Clerk presented a draft form that it is suggested is given to applicants for donations to ensure the Committee receives adequate information. Subject to a number of minor amendments it was agreed to use the form.

RESOLVED: that the form is sent to future applicants for donations or grants from the Council.

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.

RESOLVED: that the Clerk's salary remains at Spinal Column Point 34.

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.

RESOLVED: that the Clerical Function salary remains at Spinal Column Point 17.

8. QUALITY COUNCIL TRAINING

At the last Town Council Meeting it was agreed that Sandbach Town Council would move towards Quality status. A requirement will be the provision of training for both Clerk and Councillors. When the budget was made last November no training budget was set.

RESOLVED: that the Council allows a training budget of £1,500.

RESOLVED: that the Clerk and Finance Chairman prepare a training programme for the Clerk and members, investigate membership of the Cheshire Association of Town and Parish Councils and report to the next Town Council Meeting on 10 July 2003.

Cllr D Lloyd-Griffiths left the meeting at this point.

9. SANDBACH SCHOOL

Cllr N T Price declared an interest as Governor of the School and left the room for this item

At the Finance Meeting of 26 September 2002 it was resolved that a donation of £5,000 was made then and it was recommended that when preparing the budget for 2003/4 the Council should include a further £5,000 donation.

RESOLVED: that the second payment of £5,000 to Sandbach School should be made.

10. LETTERS OF THANKS FOR DONATIONS

10.1 CVS

Jan Charles had sent a letter of thanks.

RESOLVED: that the letter is received.

10.2 Guider Judy Wilson

Guider Judy Wilson had sent a letter of thanks.

RESOLVED: that the letter is received.

10.3 University of the Third Age (U3A) Sandbach

The Finance Chairman and the Councillors Price declared an interest.

U3A had sent a letter of thanks.

RESOLVED: that the letter is received.

11. APPLICATIONS FOR DONATIONS

11.1 British Legion

Following their application for a grant towards their proposed book publication, they had provided copies of the last three years accounts as requested. Further correspondence had been received stating that revised quotations had been received and that it had been decided to limit the print run to 500 copies. They had also made an application for £2,000 from the Community Champions Fund. The Clerk had subsequently been told that they had been awarded £1,500.

RESOLVED: that the British Legion is offered a grant of £1,832 being the difference between the quotation for 500 copies and the grant from Community Champions.

11.2 Sandbach Literary Institution

The trustees seek matched funding towards their HERS grant. The Clerk had written asking for more information but without a reply as yet.

RESOLVED: that the SLI is sent a copy of the new application form for funds.

12. CORRESPONDENCE

12.1 Zurich Municipal

- Notification of Annual Health and Safety Seminar to be held at Winsford on 25 June.

RESOLVED: that the Clerk attends the above seminar

- Launch of a new CD-ROM based Risk Assessment package.
- Invitation to join their Local Council Advisory Service.

RESOLVED: that the above items should be considered as possible parts of the training programme of item 8.

13. DATE, TIME AND PLACE OF NEXT MEETING

RESOLVED: that the next meeting of the Finance Committee takes place at 7.15pm on 24 July 2003 at the CVS in Hope Street.

The meeting closed at 8.45pm.

M R Sherman
Chairman

Ref: FCM0503