

## WOODBIDGE TOWN COUNCIL

Minutes of a meeting of the **FINANCE AND STAFFING COMMITTEE** of the **TOWN COUNCIL** held in the Shire Hall, Market Hill, Woodbridge, on **TUESDAY 21 MAY 2019 at 7.00p.m.**

### Councillors:

Present: S Evans, P Gillard, G Holdcroft, E O’Nolan, S Rawlings, M Sylvester, S Thompson and M Walsh

Apologies: S Bale (Holiday), A Semmens (unknown)

Absent without Apologies: None

In Attendance: Town Clerk, Deputy Town Clerk, Councillor Miller and one member of the public

### 34. **ELECTION OF CHAIRMAN FOR THE CIVIC YEAR 2019 – 2020**

The Town Clerk opened the meeting and called for nominations for Chairman of the Planning Committee for the ensuing year. Councillor Bale was nominated and duly elected.

### 35. **ELECTION OF DEPUTY CHAIRMAN FOR THE CIVIC YEAR 2019 – 2020**

Nominations for a Vice Chairman were called for. Councillor Sylvester was nominated and duly elected. Councillor Sylvester took the Chair.

### 36. **MEMBERS AND OFFICERS WERE INVITED TO MAKE ANY DECLARATIONS OF DISCLOSABLE PECUNIARY OR LOCAL NON-PECUNIARY INTERESTS THAT THEY MAY HAVE IN RELATION TO ITEMS ON THE AGENDA AND WERE ALSO REMINDED TO MAKE ANY DECLARATIONS AT ANY STAGE DURING THE MEETING IF IT BECOMES APPARENT THAT THIS MAY BE REQUIRED WHEN A PARTICULAR ITEM OR ISSUE IS CONSIDERED, AND TO DEAL WITH DISPENSATIONS AS REQUESTED BY INDIVIDUAL COUNCILLORS IN LINE WITH S33 OF THE LOCALISM ACT 2011**

There were none

### 37. **COUNCILLORS WITH A PECUNIARY INTEREST IN AN ITEM ON THIS AGENDA, WHO WISH TO REMAIN, SPEAK AND/OR VOTE DURING CONSIDERATION OF THAT ITEM, MAY APPLY FOR A DISPENSATION BY WRITING TO THE TOWN CLERK PRIOR TO THE MEETING. APPLICATIONS MAY ALSO BE CONSIDERED AT THE MEETING ITSELF SHOULD THE NATURE OF THE INTEREST BECOME APPARENT TO A COUNCILLOR AT THE TIME OF THE MEETING.**

There were none.

### 38. **PUBLIC QUESTION TIME**

There were none

39. **CONFIRMATION OF THE MINUTES OF THE FINANCE AND STAFFING COMMITTEE OF 19 FEBRUARY 2019**

The minutes of the Finance and Staffing Committee of 19 February 2019 were confirmed as a true record and were duly signed.

40. **TOWN CLERK'S REPORT**

The Town Clerk reported that at Minute 463, the mandate for her and the previous Chairman of Planning to meet with the Developer of Whisstocks had not been needed as he had cancelled the meeting after getting planning permission for change of use of the Chandlery Building.

She went on to report that the Lease for the land adjacent to Elmhurst Cottage had now been signed by the owner of that cottage (Minute 466).

With regards to the Pavilion Café (Minute 467), two weeks previously the Town and Deputy Town Clerks had finally been able to implement the deed of surrender on the Café and the previous tenant had vacated. The Town Clerk said that she was working on the new lease and tender documentation for a re-lease of the building which would be put to the Amenities Committee.

The Town Clerk said that the condition survey report on the Shire Hall (Minute 468) had been received and would be put to the next Town Council meeting.

41. **WHISSTOCKS GENERAL MATTERS**

The Town Clerk reported that WRT had paid £700 of their outstanding debt of £1,500 for insurance as a 'gesture of good faith'. The Licence to Access for WRT remained unsigned (from June 2018).

She reported that a solicitor's letter was due to be sent to WRT to ask them to pay their debts and to remind them that they are acting outside of the 'permitted use' of their Lease. She said that the offer would be made that they could formally approach the Council to discuss an amendment to the Lease.

There is a continuing problem with WRT not approaching the Town Council to book the POS prior to advertising events on it.

42. **TO REVIEW THE LOANS AND INVESTMENT POLICY STATEMENT 2019/2020**

The Loans and Investment Policy Statement 2018/2019 was reviewed.

**It was resolved to recommend** to the Town Council that the Loans and Investment Policy Statement 2018/2019 be approved.

43. **TO REVIEW THE ANNUAL RETURN AND FINANCIAL STATEMENTS INCLUDING THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/2019**

The Vice Chairman and Town Clerk spoke to the Annual Internal Audit Report and the Audit Report Action Plan that showed that the recommendations made during the Internal Audit had been actioned.

The Vice Chairman explained to the Committee that the Internal Auditor was required to be independent, competent and qualified and that SALC fulfilled these requirements. It was agreed that SALC was the best organisation to undertake the Internal Audit but that, to counteract any complacency, a new individual from SALC should be requested.

The Vice Chairman spoke to the Annual Return, Financial Statements and AGAR and he and the Town Clerk took questions.

**It was resolved to recommend** to the Town Council that they accept and approve the following documents:

- Internal Auditors report for Quarter 4 for the Year Ending 31 March 2019 and the internal audit action plan and agree appropriate actions
- To agree the Annual Governance Statement (Page 4 of AGAR)
- To agree Accounting Statements (Page 5 of AGAR)

and that they confirm the appointment of SALC as Internal Auditors for the Financial Year 2019/2020.

44. **TO REVIEW AND ADOPT THE FINANCIAL REGULATIONS 2019**

The Financial Regulations 2019 were reviewed and with the exception of a typing error:

**It was resolved to recommend** to the Town Council that they accept and approve the Financial Regulations 2019.

45. **TO RECEIVE THE QUARTERLY INCOME AND EXPENDITURE REPORT**

The Quarterly Income and Expenditure Report for Quarter 4 (March 2019) was reviewed and **it was resolved** to accept it.

46. **UPDATE ON THE POSITION WITH RESPECT TO THE LEASE FOR THE PAVILION CAFÉ**

This had been covered in the Town Clerk's report (Minute 31)

47. **REQUEST FOR PAYMENT OF A GRANT TO WOODBRIDGE TIDE MILL TURST**

Councillor Holdcroft declared a local non-pecuniary interest in this item as he was a Trustee of the Tide Mill.

The Vice Chairman said that a request for a grant of £7,500 by the Tide Mill Trust had been received. He explained that the Tide Mill was in the ownership of the Town Council and that it was to the Council's benefit that it was maintained and operated to the highest standards. The grant covered the costs of the miller, the only member of paid staff, which enabled the Tide Mill to keep operating.

The Town Clerk explained that £6,000 had been budgeted for the Tide Mill and that as there was a Tide Mill Ear-marked reserve, and additional £1,500 could be made from that fund.

**It was resolved** to pay a grant of £7,500 to the Tide Mill; £6,000 to come from the budget and £1,500 from the Tide Mill Ear-marked reserve.

48. **CONSIDERATION OF COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING**

The Vice Chairman and Town Clerk spoke to the report which was for the information of new Councillors. On that date the total available for expenditure was £20,352, however more funding was expected during the coming year. It was explained that the Amenities Committee was responsible for identifying projects on which to spend money. The position was **noted**.

49. **TO REVIEW AND SIGN THE HSBC BANK MANDATE**

The Town Clerk explained that all members of the Finance and Staffing Committee were signatories for the HSBC accounts. Members of the Committee duly signed the Bank Mandate and were asked to take proof identity to the Town Clerk.

50. **TO REVIEW AND SIGN MANDATE FOR IPSWICH BUILDING SOCIETY**

The Mayor and Vice Chair signed the Ipswich Building Society Bank Mandate; the Chair of Finance and Staffing was to be asked to attend the Shire Hall on her return to sign the document.

51. **TO DISCUSS AND DECIDE ON UNDERTAKING A VAT AUDIT AND TRAINING**

The Town Clerk explained that no such check of VAT had been undertaken of the Council. She explained that VAT was significantly different for local councils and requested that a specialist in this area be commissioned to undertake an audit and to provide any necessary training to officers.

**It was resolved** to commission a VAT Audit from the Parkinson Partnership at a cost of £850.

Councillor Sue Bale  
Chairman