



# NEWARK TOWN COUNCIL

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## FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 9<sup>th</sup> January 2019 in the Council Chamber at the Town Hall.

<b>Membership Present:</b>	<b>Councillor</b>	<b>D Lloyd (in the Chair)</b>
	Councillors	M G Cope (Vice-Chairman) Mrs C Barker-Powell Mrs I Brown M Cleasby Mrs R Crowe R A Crowe Mrs G Dawn (Ap) P Duncan Ms H Gent K Girling L Goff S Haynes D Hyde D Jones T Roberts MBE M Skinner R Williams
<b>Apologies for Absence:</b>	<b>Councillors</b>	Mrs G Dawn
<b>Officers Present:</b>	<b>Town Clerk</b>	Alan Mellor
<b>Taking Notes:</b>	<b>PA to the Town Clerk</b>	Helen Crossland
	There were no members of the public present.	
<b>Venue:</b>	Council Chamber, Town Hall	

**FGP55/18/19 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 5<sup>th</sup> December 2018**

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday 5<sup>th</sup> December 2018 were **AGREED** as a true and accurate record and signed by the Chairman.

**FGP56/18/19 Matters Arising**

**FGP52/18/19 – Information Technology**

Cllr Mrs C Barker-Powell asked if the Working Party had yet had a meeting; the Town Clerk responded that the first meeting would be taking place on Wednesday 16<sup>th</sup> January at 6.30pm.

**FGP57/18/19 Declarations of Interest**

It was **AGREED** to accept any Declarations of Interest as and when they arose during the meeting.

**FGP58/18/19 Payment Schedules 8/19 & 9/19**

Members **AGREED** that payment in accordance with Payment Schedule 8/19 in the sum of £425,740.69 (four hundred and twenty five thousand, seven hundred and forty pounds and 69p), and Payment Schedule 9/19 in the sum of £138,718.49 (one hundred and thirty eight thousand, seven hundred and eighteen pounds and 49p) be **APPROVED**.

**FGP59/18/19 Street Collection Licences**

Members **AGREED** to recommend to Newark & Sherwood District Council that the following applications for Street Collection Licences be **APPROVED**:

- (i) Mind – Newark on Saturday 26<sup>th</sup> January 2019.
- (ii) Marie Curie on Saturday 6<sup>th</sup> April 2019.

Cllr D Jones suggested that N&SDC ask the applicant to say what the benefit would be to Newark residents and this was **AGREED**.

Members then **AGREED** to recommend to Newark & Sherwood District Council that the following applications for Street Collection Licences be **REFUSED**:

- (i) Action Against Hunger on Saturday 9<sup>th</sup> March 2019.
- (ii) Dig Deep – Africa on Saturday 2<sup>nd</sup> February 2019.
- (iii) Meningitis Research Foundation on Saturday 23<sup>rd</sup> February 2019.

The refusal of the applications was because they were not in accordance with the Town Council's policy for Street Collections.

Discussion took place with regard to 'national' charities knowing that the Town Council policy was to mainly support local causes; the Town Clerk agreed to talk to Newark & Sherwood District Council about this and see if the Town Council guidelines could be available when applications are being made, if they are not already.

## FGP60/18/19 Internal Audit Report

Cllr Mrs R Crowe began discussion on this Agenda item and asked the following questions:

(i) **4.2 – Specimen Signatures are held by the bank**

Two Members have not had their authorisations completed. Cllr Mrs Crowe thought that this should have been done by now and the Town Clerk **AGREED** to speak to the Members concerned and remind them.

Cllr M Cope then spoke; he said if one of the Members was him, he had spoken to an Officer and informed them that he would not be providing his details.

Cllr S Haynes also spoke and said that if he was the other Member, he had given his information to the bank in the summer of last year (2018).

(ii) **7.5 – All traders should submit copies of their public liability insurance policy cover**

Cllr Mrs R Crowe thought that it was not acceptable that anyone was standing on the market without liability insurance.

Cllr M Skinner pointed out that in the Recommendation it was stated '*Casual traders with no evidence of insurance could be asked to take out the Town Council's cover*' and suggested that the word '*could*' should be replaced with '*should*'.

Cllr Ms H Gent felt that public liability insurance (PLI) should be produced by traders on their first day of trading on Newark Market and that they should not be permitted to stand without production of such.

The Town Clerk responded that the Town Council do have an insurance policy that covers any market traders that do not have their own insurance.

Mention was made of the fact that if traders are Members of the Market Traders Association insurance was fairly inexpensive.

The Town Clerk undertook to provide further information to all Members on this matter after further investigation.

(iii) **8.9 – There is a procedure for identifying and pursuing traders in arrears**

Cllr Mrs R Crowe said she would like to see a mandate on this and Cllr Ms H Gent said that traders should not be allowed to trade then not pay on the day.

The Town Clerk explained that sometimes arrears are not because traders have not paid, but because they are licensed traders and have not attended (perhaps they were on holiday for instance). This then put them into arrears which they clear upon their return.

The Town Clerk undertook to provide further information to all Members on this procedure after further investigation.

Members then **ACCEPTED** the Internal Audit Report and **ENDORSED** the proposed actions in response to the report's recommendations.

Meeting Closed:	7.55pm	Next Meeting:	Wednesday 6 <sup>th</sup> February 2019
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