



NEWARK TOWN COUNCIL

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FINANCE & POLICY COMMITTEE MINUTES

Minutes of the Meeting of the Finance & Policy Committee held on Wednesday, 10th February 2016 in the Town Hall.

Membership Present:	Councillor	D Lloyd (in the Chair)
	Councillors	M G Cope (Vice-Chairman) Mrs R Crowe Mrs G Dawn P Duncan Ms H Gent L Goff D Jones T Roberts MBE
In attendance:	Councillors	Mrs I Brown, M Cleasby, R A Crowe, D Hyde, M Skinner, R Williams
Apologies for Absence	Councillors	None
Officers Present:	Town Clerk	Alan Mellor
Taking Notes:	PA to the Town Clerk	Helen Crossland
	There were no members of the public present.	
Venue:	Council Chamber, Town Hall	

FP19/15/16	Minutes
	The Minutes of the meeting held on Wednesday 2 nd December 2015 were AGREED as a true and accurate record and signed by the Chairman.
FP20/15/16	Matters Arising
	There were no Matters Arising.
FP21/15/16	Declarations of Interest
	It was AGREED that any Declarations of Interest be taken as they arise on the Agenda.

FP22/15/16	Payment Schedules 8/16, 9/16 & 10/16	
	Members AGREED that payment in accordance with the Payment Schedule 8/16 in the sum of £158,060.80 (one hundred and fifty eight thousand, sixty pounds 80p), Payment Schedule 9/16 in the sum of £343,997.85 (three hundred and forty three thousand, nine hundred and ninety seven pounds 85p) and Payment Schedule 10/16 in the sum of £95,268.44 (ninety five thousand, two hundred and sixty eight pounds 44p) be NOTED .	
FP23/15/16	Street Collection Licences	
	Members AGREED to recommend to Newark & Sherwood District Council that the following application for a Street Collection Licences be APPROVED :	
	(i)	R.S.P.C.A. on either Saturday the 11 th or Saturday 18 th June 2016.
	Members DECLINED the request from the Great Dane Adoption Society for a Street Collection on Saturday 28 th May as the Charity is outside of the area.	
FP24/15/16	Internal Audit Report	
	There were some questions asked with regard to the Internal Audit Report, as follows:	
	Page 50; 10.2	<p>Dorothy Bainbridge Trust Fund</p> <p>Cllr Mrs Crowe asked if this had been looked at.</p> <p>The Town Clerk responded that he has sought legal advice and would put a report before the Full Town Council.</p>
	Page 57; 4.1	<p>Newark Market</p> <p>Cllr Mrs Crowe asked for an update on the risk assessment for the Market.</p> <p>The Town Clerk said that a risk assessment had not yet been undertaken, but an assessment would be made with the Market Manager soon which would then feed in any identified risks into the Town Council's Risk Strategy.</p> <p>Cllr Cope asked whether the previous owners of the Market had a risk assessment, and why the Town Council could not use that.</p> <p>The Town Clerk said it was possible, but he was not aware whether such a document existed.</p>
	Pages 64/65/66	<p>Computer Systems</p> <p>Cllr Skinner said that he would make contact direct with the Town Clerk regarding the Town Council Computer Systems and associated security issues.</p>
	Page 67; 5.2	<p>Risk Management</p> <p>Cllr Mrs Crowe asked why a Business Continuity Plan had not been produced.</p> <p>The Town Clerk said that this had not been a priority over the last year, but a report would be submitted to the next meeting of this Committee in April.</p>

	Page 77; 7.24	<p>Security – Cemetery Grounds</p> <p>Cllr Mrs Crowe asked why access to the Interpretation Centre was not restricted to employees; she felt that those keys should also be with them.</p> <p>The Town Clerk responded that no equipment is kept there, but he was happy to review this position.</p>
	<p>Cllr Cope asked the Chairman if an update could be provided at the next meeting of this Committee on the points that had been raised; the Chairman AGREED.</p> <p>Members then ACCEPTED the Internal Audit Report and ENDORSED the proposed actions in response to the report's recommendations.</p>	
FP25/15/16	Review of Market Fees & Charges	
	<p>There was a general discussion regarding the amount of traders on the Market that set up additional tables/stalls, without paying for them.</p> <p>Cllr Ms Gent pointed out that some years ago, traders were not allowed to bring their own extensions or tables and asked if this had become the 'norm'.</p> <p>The Town Clerk responded that the measures proposed were to 'control' these extensions and would introduce a degree of conformity for all traders across the market.</p> <p>Cllr Jones said he was pleased to see that the report recognised that the trade is under pressure.</p> <p>Cllr Duncan felt that efforts should be concentrated on raising the footfall, rather than the rents.</p> <p>There was also a general discussion with regard to insurance requirements, following which:</p>	
	(i)	Members AGREED the amendments to the current Market Fees and Charges as contained in the report, to be effective from 1 st April 2016.
	(ii)	Members AGREED to grant delegated authority to the Town Clerk, in consultation with the Chairman of the Finance & Policy Committee for decisions to offer discounts for new starters, new lines and loyalty, with the aim of attracting new traders and retaining existing traders.
FP26/15/16	Review of Parks & Playing Fields Fees & Charges	
	(i)	Members AGREED to the amendments to the current Parks and Playing Fields Fees and Charges, as contained in the report, to be effective from 1 st April 2016.
	(ii)	Members AGREED that applications for charitable use should be dealt with through the Voluntary Body Grant Scheme.
FP27/15/16	Investment Policy	
	<p>The Chairman of the Committee went through the Agenda report.</p> <p>Following discussion of the Report, the following decisions were AGREED:</p>	
	(i)	To use CCLA as an institution for the external investment of the Town Council's surplus funds,

	(ii)	To grant the Town Clerk delegated authority, in consultation with the Chairman of the Finance & Policy Committee, to invest the Town Council's surplus funds within either the Public Sector Deposit Fund or the Local Authorities Property Fund, administered by CCLA within the limits outlined at paragraph 4.2 in the report.
	(iii)	To request that the Town Clerk updates the Town Council's Investment Strategy in accordance with the decisions at (i) and (ii) above.
FP28/15/16	Medium Term Financial Strategy	
	After consideration of the Medium Term Financial Strategy covering the period 2015 – 2023, it was AGREED that any changes to the Revenue Budget (covered later in the meeting) would be reflected in the Full Town Council Report.	
FP29/15/16	Revenue Budget & Precept 2016/2017	
	<p>Members considered the detailed budgets contained in the report together with additional proposals contained in the Addendum.</p> <p>No discussion took place on the budget and precept; it was AGREED that the budget figures be updated to include the proposals contained in the Addendum (including a proposed increase of 5% in Cemetery Fees) and then be submitted to the Full Town Council for consideration and approval.</p>	
FP30/15/16	Proposed Sports Hub Development at Bowbridge Road	
	<p>Cllr Jones began the debate on this item. With regard to recommendation (iv) he felt that the remainder of the funds should be used for 'tangible' assets, not for professional fees.</p> <p>Cllr Cope declared a non-pecuniary interest in this Agenda Item.</p> <p>He went on to say that to enable the Sports Hub project to proceed the current cricket provision would need to be relocated. The Ransome & Marles Cricket Club require two cricket pitches and their preference would be that they be located at Kelham Road, this would then make the Elm Avenue site free for the Sports Hub and hopefully ensure that there was no objection from Sport England with regard to the loss of the current cricket provision there.</p> <p>The Town Clerk reported that he would be attending a meeting in the morning with the Football Association to take this project to the next stage; including their potential for investment in the project. He added that it would now appear that it is beneficial to connect the development of the Sports Hub at Elm Avenue with potential development of the cricket provision at Kelham Road; a multi-site sports project could attract a higher level of grant funding than would be possible than if just one site was being put forward.</p> <p>The Town Clerk also added that the remaining Town Council monies would be particularly useful to support the overall project over the two sites as required to fund any shortfalls.</p>	
	(i)	Members NOTED the feasibility study for the proposed sports hub development at Bowbridge Road;
	(ii)	In consultation with the Leader of the Council, delegated authority was GRANTED to the Town Clerk to conclude a Partnership Agreement between Newark & Sherwood District Council, Newark Town Council and NSA as detailed in the Agenda Report;
	(iii)	Members APPROVED the appointment of the Leader of the Council to

		represent the Town Council on the Sports Hub, Partnership Strategic Group;
	(iv)	<p>Members AGREED that the remaining balance of £452,400 is used to provide tangible assets, at either of the two proposed sites at Elm Avenue and Kelham Road</p> <p>Members AGREED that the Town Council would fund the Planning Application for the cycle track, on the basis of a short term loan on understanding that the cost would be met from the grant that has been awarded to the NSA for this particular facility.</p>
FP31/15/16	Proposed Meeting Dates	
	<p>Members were given an amended meeting schedule prior to the commencement of the meeting.</p> <p>It was pointed out that the Planning & Regeneration Committee and the Finance & Policy Committee meetings in November, were on the same date.</p> <p>As a result of this it was AGREED to change the Finance & Policy Committee date to 07.12.16.</p> <p>It was proposed and seconded and AGREED that the meeting schedule be put to the Full Town Council, with the change as outlined above.</p>	

Meeting Closed:	8.15pm	Next Meeting:	Wednesday 6th April 2016
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