



CHILTON TOWN COUNCIL

Minutes of a meeting of the Finance & Planning Committee of Chilton Town Council. Held at Hutton House, Durham Road, Chilton, Co. Durham on Wednesday 15th January 2020 at 6pm

MEMBERS PRESENT

Councillor Stephanie Jackson (Chair); Councillor Julie Cairns; Councillor Peter Davis; Councillor Lenny Potts; Councillor Elizabeth Bruce; Councillor Joe Parker

IN ATTENDANCE

Ms. Pauline Cant (Town Clerk); Mr. John Robinson (interim Town Clerk)

FM 15/01/20/01 APOLOGIES:

Apologies were received from Cllrs Young; A.Bruce; Allanson; Collinson and Dixon

FM 15/01/20/02 DECLARATIONS OF INTEREST

None received.

FM 15/01/20/03 DISPENSATIONS

None received.

FM 15/01/20/04 IMPLEMENTATION AND MONITORING OF 20/21 BUDGET

The Interim Town Clerk advised the meeting that this item had been included so that Members could discuss their budget monitoring arrangements, so that if necessary Members could agree to authorise the virement of money from budget headings where there was an underspend to those budget headings where there was an overspend.

The Town Clerk advised that she had been used to reporting on the budget to Members monthly.

IT was AGREED that, if possible, there would in future be a monthly budgetary control report to Members as a Standing Item on the Finance Committee, so that Members can properly manage spending against each budget heading.

FM 15/01/20/04 SLA WITH OUTSIDE GROUPS ON BEHALF OF THE MINERS WELFARE CHARITY TRUSTEES

In view of the fact that this issue was a significant part of the Agenda for the Miners Welfare Management Meeting which followed the Finance Committee that evening

the Chairman exercised her discretion to vary the order of the Agenda and deferred the consideration of this item until the end of the Agenda.

FM 15/01/20/05 UPDATE ON SEPARATION OF ACCOUNTS

The Interim Town Clerk opened this item by advising Members that the Council accounts and the Miners Welfare Accounts had been separated by the Office Manager within the Realtas system and that the Office Manager would be invoicing the Charity on a quarterly basis for Charity expenses. Discussions took place around the existing situation concerning the Town Council and the Miners Welfare Accounts with the Town Clerk explaining that the issue of who was on the mandate for each of the different mandates need to be properly agreed and referenced in the minutes so that these matters could be expedited.

Following further discussion around the suitability of the existing accounts **IT WAS AGREED** that the following proposals would be put forward to the Special Meeting scheduled for January 28th 2020: -

1. That the mandate for the Town Council's Current Account with the Co-op be brought up to date to include those Members as signatories who wished to be added on to the account, in addition to those currently in place; namely Cllrs Victor Collinson; Davey Allanson; Peter Davies; Alan Bruce; Elizabeth Bruce; Julie Cairns; Stephanie Jackson and Lenny Potts.
2. That the Town Council's Barclay's reserve account in the immediate interim be updated to include Cllr Julie Cairns in addition to Cllrs Elizabeth Bruce and Peter Davies.
3. That the Town Clerk, being mindful of the limited protection of funds only up to £85,000 seek further information about the Public Sector Deposit Fund and invite their manager to a further meeting.
4. That a separate Charity Account be opened for the Chilton Miners Welfare Charity with the Co-operative Bank.
- 5 That in the immediate interim, depending on the outcome of recommendation 3 above that the Virgin Reserve Account be held for the Miners Welfare Charity and that Cllr Michael Young (as he had requested) be removed from the mandate and Cllr Lenny Potts be added to the Mandate.
6. That the Town Clerk liaise with the Council's Consultant Accountant to present a Treasury Management Policy to Council and the Miners Welfare Charity, so that monies not needed on a month to month basis can be deposited into a higher interest reserve account to earn some interest.

FM 15/01/20/06 COUNCIL RESERVES

A discussion took place regarding the Council's and the Miners Welfare Charity Reserve funds, and following on from the discussions about the separation of the two legal entity's funds and accounting regimes **IT WAS FURTHER AGREED** that the Town Clerk liaise with the Council's Consultant Accountant to present a treasury management policy to each legal entity so that the surplus monies of each legal

entity can be invested into a higher interest reserve account and “swept” on a monthly basis into each organisations current account so that there was always sufficient money simply to pay their monthly expenditure.

FM 15/01/20/07 EXCLUSION OF THE PRESS AND PUBLIC

IT WAS AGREED that in accordance with Paragraph 1(2) of The Public Bodies (Admission to Meetings) Act 1960 the press and public shall be excluded from the meeting during the consideration of the remaining items on the Agenda on the grounds that publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

FM 15/01/20/08 TENDERS FOR HANGING BASKETS

Given the recent appointment of the Town Clerk who had not yet reviewed these prices, as well as the issue of stress testing of the lighting columns **IT WAS AGREED** that this item be deferred to the February meeting of the Finance Committee

FM 15/01/20/04 SLA WITH OUTSIDE GROUPS ON BEHALF OF THE MINERS WELFARE CHARITY TRUSTEES

Following discussions around the SLA (Service Level Agreements) with the Croquet Club and the Tennis Club, **IT WAS AGREED**

1. To note that the Croquet Club had signed their SLA and
2. That an urgent meeting take place with the Town Clerk and the tennis club with a view to progressing matters with their SLA

FM 15/01/20/09 INSURANCE CLAIM

The Interim Town Clerk briefed Members on a letter that had been received from a “no win no fee” solicitor, claiming damages on behalf of their client in relation to a fall that they had experienced on a parcel of land in Chilton. **IT WAS AGREED** to note and endorse the actions of the Interim Clerk who advised that as the parcel of land in question was not in the ownership of Chilton Town Council, he had written to the solicitors advising them of this.

Signed

Date