

MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 13th JULY 2015** at **7.00PM**

PF/17 PRESENT

Chairman: Councillor Cobley

Councillors: Ginger, Kemp, Lyle, Parry; Sheward; Smithers

Officers: Gina Wilding, Town Clerk
 Sarah Hughes, Finance Assistant

Also Attending Councillor Perks (ex-officio)

PF/18 HEALTH & SAFETY

The Chairman informed Councillors and members of the public of the fire exits, fire assembly point and asked that everyone sign the attendance log.

PF/19 APOLOGIES

Apologies for absence were received from Councillors Draper and Jones.

PF/20 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None.

Declaration of Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
A. Cobley	Financial Information	Works at Rockspring Centre & involved with organisations using the centre

Declarations of Personal Interest

None.

PF/21 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public or press present.

PF/22 UNITARY COUNCILLORS SESSION

Councillor Parry expressed thanks to all who supported Ludlow in Bloom during the judge's visit on Wednesday 8th July.

PF/23 MINUTES

RESOLVED (Unanimous) JS/PK

That the open and closed session minutes of the Policy and Finance Committee meeting held on 8th June 2015, be approved as a correct record and signed by the Chairman, subject to amending the proposer of minute PF/15 to AC .

PF/24 ITEMS TO ACTION

Members thanked staff for completing the items to action.

RESOLVED (Unanimous) JS/GG

That:-

- i) Items to Action be noted
- ii) Pending items are listed under the date of the meeting

PF/25 FINANCIAL INFORMATION

Councillor Ginger asked why the council receives VAT repayments. The Town Clerk explained that Town Councils are eligible to reclaim VAT.

Councillor Parry asked if there was specific budget for staff training, which the Town Clerk clarified that there was, and that training needs are assessed during appraisals.

RESOLVED (Unanimous) JS/GG

That Payments and Income Reports, Barclaycard Statement and Bank Reconciliation for May 2015 be received.

PF/26 POLICIES

a) Twinning Policy

The Town Clerk confirmed that no changes have been made to the policy since its inception in 2012.

RECOMMENDED (Unanimous)

JS/VP

That:-

- i) The Twinning Working Group be convened to review the policy and consider raising the amount available to each Twinning Association by 100% from £100 to £200.

PF/27 PAY PAL

RECOMMENDED (Unanimous)

JS/CS

That as recommended by the internal auditor:

- i) To set up a Cash Book account for PayPal which should be subject to review and reconciliation as with other Cash Book accounts;
- ii) To amend Financial Regulations to include reference to the operation of the PayPal account and specifically:

The balance of the Pay pal account should not exceed £3,000.00.

Purchases from the Pay Pal account are prohibited.

Refunds to Market Traders are authorised by the Town Clerk or the Market Officer and are permitted within the remit of the Market Regulations.

Admin Procedures and Authorisations for Pay Pal:

The Town Clerk, Finance Officer and Finance Assistant are authorised to move funds from the PayPal account to Ludlow Town Council bank account online to manage the balance within the limit set.

The Market Admin Assistant has restricted authorisation to access the Pay Pal account to confirm payments and bookings.

PF/28 NON DOMESTIC RATES (NDR)

Councillor Ginger stated that the Market Non Domestic Rate budget should accurately reflect costs when the budget is set for 2016/17.

Councillor Perks entered the meeting at 7.35pm

RECOMMENDED (6:0:1)
JS/VP

- i) That the budget for Market NDR is increased by the full amount of the deficit £534
- ii) The increase to the budget is reported to Services Committee and the committee notes that the market rents were not increased in 2015/16 and therefore the increased cost were absorbed by the Town Council.

PF/29 **EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

The Chairman moved that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

RESOLVED (Unanimous) AC/JS

That the public be excluded and the meeting continue in closed session.

The meeting closed at 7.45pm

Chairman

Date

N.B. Closed Session Minutes will be issued.