

# Garstang Town Council

## Finance Committee Meeting 7.30pm, 14 January 2020 Garstang Library

**Present - Cllrs Allan, Harter, Mitchell, Pearson and Ryder**

Also present - Cllr Brooks

Cllr Harter was nominated Chairman for the meeting.

### **058(2019-20) Apologies**

Cllr Halford

### **059(2019-20) Declaration of Interests and Dispensations**

Dispensations, to discuss the precept, are on file for Cllrs Allan, Harter and Ryder who live in the parish of Garstang. The dispensations are in place until the next election in May 2023.

### **060(2019-20) Public participation**

Cllr Brooks had questions that related to the budget. The Chair said that he would take those questions when discussing item 5 Draft budget 2020/21.

### **061(2019-20) Receipts & payments account year 2019/20**

The Committee were asked to approve the following:

- a) Bank reconciliation year ending 31 December 2019 for the 3 cashbooks.
- b) Summary receipts & payments from 1 April 2019 to 30 September 2019
- c) Detailed receipts & payments budget report (1 April 2019 to 30 September 2019)
- d) List of receipts & payments from the cashbook (1 April 2019 to 30 September 2019)

The Clerk had provided the Committee with a statement of receipts and payments for the quarter under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget.

A copy of the cashbook had also been circulated.

The Clerk reported that Cllr Allan had verified the bank reconciliations (for all accounts) produced by the RFO. He had signed the reconciliations and the original bank statements as evidence of verification. There were no exceptions to report, adhering to financial regulation 2.2.

### **Resolved:**

- a) Bank reconciliation month ending 31 December 2019.  
Cllr Pearson asked about the history to the 3 cashbooks and the banking arrangements with HSBC and Royal Bank of Scotland (RBS). The RFO explained about the Financial Services Compensation Scheme 'FSCS' and the limit of protection of £85,000 per bank which required the need for 2 bank accounts. The closure of the HSBC branch in Garstang had led to the

opening of the RBS account. Any cash banking was now carried out at the NatWest branch.

**Resolved:** The bank reconciliations for the 3 cash books were approved.

- b) Summary receipts & payments (1 April 2019 to 31 December 2019)  
**Resolved:** The summary receipts & payments (1 April 2019 to 31 December 2019) was approved.
- c) Receipts/Payments Report by budget (1 April 2019 to 31 December 2019)  
Cllr Mitchell asked questions about the LCC grass cutting income.  
Cllr Harter requested a breakdown of figures for the Moss Lane playground project.  
**Resolved:** The income and expenditure report was approved. The Committee **further resolved** that a breakdown of figures for Moss Lane would be provided for the next meeting of the Full Council.
- d) List of receipts and payments from the cashbook (1 April 2019 to 31 December 2019)  
Cllr Mitchell reported that she had signed off the bank reconciliations and the original bank statements as evidence of verification for October, November and December 2019.  
**There were no issues found that involved any recommendations to the Council.**  
**Resolved:** The list of payments and receipts from the cashbook (1 April 2019 to 31 December 2019) were approved.

### **062(2019-20) Draft Budget 2020/21**

Cllrs were asked to consider the attached budget paper (Proposed budget V0.3 20200114).

The RFO provided the TC resolution of the Full Council meeting on 2/12/2019  
*Resolved: The Council agreed, that in order to bring down the overall figure of £89,969,*

- The general reserves be set at 3 months £18,000, rather than 4 months of 24,000. This makes a saving of £6,000.*
- That the project leaders, for the following projects Neighbourhood plan, VE Day 75 weekend, Community engagement, new Council website, further plaque at the War Memorial, be asked for a more definitive budget figure. Were there any grant monies available for the Neighbourhood Plan?*

*That these figures be brought forward to the Finance Committee meeting to be held on 14 January 2020, along with the Tax Base figure from Wyre Council, so that the Finance Committee can recommend a revised precept figure for Full Council to consider on 20 January 2020.*

*The Clerk had sought revised figures on 7/1 from project leaders.*

The Neighbourhood plan was discussed. The meeting was adjourned to let Cllr Brooks speak about his Neighbourhood Plan project.

The meeting was reconvened.

The RFO also reported that the projected figures for codes 4010 and 4011 had been revised. Code 4630, projected figure (2,500) for xmas lights removed, not required as now accounted as a transfer between cash books.

The 2020/21 budget (V0.3 20200114) sheet details, that the shortfall of income against expenditure is 79,969.

**Resolved:**

The Finance Committee’s recommendation to Council:

- a) That the changes to the EMR community projects code (detailed below) be approved.  
 4. *BUDGETARY CONTROL AND AUTHORITY TO SPEND*  
 4.8. *Changes in earmarked reserves shall be approved by council as part of the budgetary control process.*
- b) That the precept be set at 76,809, as detailed below (Table 1). [The calculation to derive at the precept figure is detailed in Table 2].
- c) That the budget figures detailed in ‘Annual budget - by centre 20190114 V0.3, be approved.

At 31/3/2020, it is projected that the EMR Community projects will total 20,601. The Finance Committee are recommending that the code is utilised as follows for the 2020/21 financial year.

Project	Estimated project cost at 20/1/2020	Comment
Neighbourhood plan	0	Utilise external grant monies
VE Day75 weekend	5,000	
Community engagement	1,000	
New Council website	3,000	
Additional plaque at the War Memorial	2,000	
General Reserves	8,000	An additional 12,982 will be sourced from the precept, making an EMR total of 20,982
<b>Total</b>	<b>19,000</b>	

Table 1 (Below)

2020/21 Band D equivalent	2020/21 precept	Tax base 2020/21
41.93	76,809	1,831.85
2019/20 Band D equivalent	2019/20 precept	Tax base 2019/20
41.93	75,740	1,806.54

Table 2 (Below)

<b>Projected Bank Balance 31/03/2020</b>	53,898	(a)
<b>Projected EMR 31/03/2020</b>	37,756	(b)
<b>Surplus (a-b)</b>	16,142	(c)
<b>Budget Expenditure</b>	81,327	(d)
<b>Budget Income</b>	1,358	(e)
<b>Net Budget Expenditure (d-e)</b>	79,969	(f)
<b>Precept Required (f-c)</b>	63,827	
<b>EMR General reserves</b>	12,982	
	<b>76,809</b>	

**063(2019-20) Insurance**

The RFO reported that the TC insurance is due for renewal on 1/4/2020. During the last 3- year period, Came and Company, a specialist insurance broker providing a 'relationship and advice driven service' had been used.

<https://www.parishinsurance.co.uk/>

A 3-year agreement with Hiscox at a premium of £1,026.62 is effective from 1/4/17 - 31/3/20. The RFO is requesting assistance from the Committee to undertake an insurance review in readiness for renewal. This also ties in with the Risk assessment agenda item.

**Resolved:** Cllr Harter offered to assist the RFO to prepare an insurance review.

*Cllr Brooks left the meeting*

**064(2019-20) Risk assessment, quarterly review**

Cllrs were asked to consider the attached risk register (V1.10) and make any comments on the register.

Items to review are:

Point 23 Working practices, equipment, items and tools.

The RFO had looked at the advice on SLCC on risk assessments (and Insurance). A new suite of documents has been added. The RFO had summarised the headings on the word document, titled 'Insurance and Risk Management'.

How does the Committee wish to proceed with the review?

Cllr Mitchell asked about password protection for email addresses and TC data on Town Cllrs personal gadgets. The RFO said that this would be covered when the email address were rolled out to Cllrs.

Cllr Mitchell spoke about the Council's reserves and that it appeared that at the Town Council meeting in December, that the Council were surprised at the level of reserves. How could this be overcome? The Chair responded that figures of the TC's account were provided monthly. The RFO reported that be setting up a new EMR of general reserves should address this issue and that reserves figure would be itemised.

The RFO reported that the Chair of Finance Committee had been unable to attend the last 3 meetings (briefing meeting 25/11, Full Council 2/12 and tonight's meeting), could a deputy Chair be appointed to support the RFO?

**Resolved:** Cllr Harter offered to assist the RFO to prepare a risk assessment review. Item 11 Tree surveys, Cllr Harter agreed to clarify with the tree surgeon about the timing of future inspections/surveys. The Committee **further resolved** to support the RFO to request a Deputy Chair for the Committee.

**065(2019-20) Asset register**

Cllrs considered the attached asset register (V1.14) and noted the revisions to the register hi-lighted in yellow and detailed on the version control table.

**Resolved:** The Asset register (V1.14) was approved. The RFO was asked to follow up the outstanding minute from October's meeting.

*The RFO was asked to contact the insurance company to seek advice about other community groups/volunteers (not Garstang in Bloom) working on Council owned land; Pat Seed Garden and the War Memorial. The RFO to seek advice if 'scrapped/strike through items - can be removed from the register.*

**066(2019-20) LCC Pension Valuation Results - Garstang Town Council**

Cllrs were asked for their comments on the email circulated by the Clerk ref: From: Engagement <Engagement@localpensionspartnership.org.uk>

Sent: 12 December 2019

Subject: Valuation Results - Garstang Town Council

**Resolved:** The RFO was asked forward the email to Towers + Gornall and seek their advice on the email.

**067(2019-20) War Memorial**

Cllr Harter reported that the War Memorial Trust advised that a local builder provide a quote.

**Resolved:** The RFO to seek a quote from a local builder.

**068(2019-20) Date of next meetings**

14 April 2020

17 February 2020 Full Council meeting review Bond renewal 23/2/2019 - current interest rate 0.81%

**Meeting finished 21.00**