

MARLOW TOWN COUNCIL

Court Garden, Pound Lane, Marlow, Bucks SL7 2AG

MINUTES OF THE FINANCE SERVICE AND ADMINISTRATION COMMITTEE
MEETING HELD ON TUESDAY 15TH DECEMBER 2009 AT 7.00PM IN THE JANE
SEYMOUR ROOM, COURT GARDEN HOUSE, MARLOW

Present:	Chairman	Cllr Mrs J Towns
	Vice Chairman	Cllr R J Scott
	Town Mayor	Cllr N B Marshall
	Councillors	Mrs J Braybrooke Ms B M Lowe M B Oram F V Sweatman
	Deputy Clerk	Mrs K E Joy
	PA to Town Clerk/ Town Mayor	Mrs J B Bailey
Also present		Cllr Mrs J M Coleridge

FS42.09 APOLOGIES

Cllr I Coleman.

FS43.09 DECLARATIONS OF INTEREST

Cllr Richard Scott on Agenda Item 10.

FS44.09 MINUTES

The minutes of the previous meeting held on 20th October 09 were presented by the Chairman and agreed and signed as a true record.

FS45.09 INFORMATION REPORTS

Cemetery Vandalism

Members were informed that although instances of vandalism at the cemetery have declined, a resident had witnessed anti-social behaviour and had telephoned the police who responded very quickly and were able to apprehend the individuals concerned.

A member asked if there had been any further problems with Holy Trinity pupils. Deputy Clerk informed him that there had been no further information.

Post Office

Post Office Counters have confirmed that they are to move into premises in Institute Road. This will be a joint working arrangement with the Wycombe District Area Office. Cllr Scott stated that Marlow Town Council should be congratulated on working closely with Wycombe District Council and Post Office Counters in order to secure permanent premises in Marlow.

Marlow Town Council Investment Bond

Members were informed that confirmation had been received that the Town Council now hold an investment bond with Abbey Business Banking in the sum of £60,000 for a period of one year at an interest rate of 2.5%. A member requested whether lesser amounts could be made on a short term investment basis. The Deputy Clerk informed him that it was very difficult for the Town Council to secure investments, particularly in small amounts, at favourable rates. Lesser amounts invested incur different terms. A member asked if the investment could be accessed during its duration and was informed that this sum could be accessed in exceptional circumstances albeit with a loss of interest.

MEMBERS NOTED THE REPORTS

FS46.09

MEETINGS TIMETABLE

A meetings timetable for 2010-2011 was circulated to all members. It was noted that should there be a lack of business the Finance Services and Administration Committee meeting scheduled for August 2010 could be cancelled. The external audit submission falls a month earlier than previously and this affected the timetable.

Sub-committees would be called throughout the year as and when necessary.

If Swan Upping falls on 13th July, the Planning, Environment Transportation Committee would be re-arranged.

RESOLVED:

THAT THE MEETINGS TIMETABLE FOR 2010-2011 BE APPROVED

FS47.09

INTERNAL AUDIT REPORT

The Internal Audit report dated November 2009 was circulated to all members. The Internal Auditor had noted that investment opportunities had been investigated and a business bond secured. He reported that all financial systems were in order. Cllr Scott said that he would be happy to work with the Town Clerk and Deputy Clerk on the items raised in the Internal Audit report.

RESOLVED:

THAT MEMBERS APPROVED THE INTERNAL AUDIT REPORT DATED NOVEMBER 2009

FS48.09 EXTERNAL AUDIT REPORT

The External Audit 2008/9 had been completed and the Certificate and Opinion had been returned by the External Auditor. It was noted that the External Auditor had requested that the level of the fidelity guarantee be reviewed

The Deputy Clerk confirmed that despite the External Auditor requesting the investments noted differently on the Statement of Accounts this did not reflect the balance figures and that the Notice of Audit had been correctly advertised.

RESOLVED:

MEMBERS NOTED THE EXTERNAL AUDIT REPORT

FS49.09 GRANTS

Completed application forms had been received from the following organisations and grants agreed as listed below:

Vitalise	Town Council Grant	£100
Relate	Town Council Grant	£250
Sue Ryder Care	Town Council Grant	£500
Marlow Operatic Society	Town Council Grant	£250
Community Association	Administrative Funding	£500
Carbon Cycle, Transition Town Marlow	Administrative Funding	£100

RESOLVED:

THAT MEMBERS AGREED THE GRANTS AS DETAILED ABOVE

FS50.09 TERMS OF REFERENCE

Members considered and discussed the proposed Terms of Reference for the Finance Services and Administration committee.

Members discussed the wording regarding the management and monitoring of the areas of responsibility relating to the committee. Members comments would be taken into account and the Terms of Reference document reworded and presented to members at the next committee meeting.

RESOLVED:

THAT THE TERMS OF REFERENCE DOCUMENT BE AMENDED AND THE DOCUMENT RETURNED TO THE NEXT FS & A FOR APPROVAL.

FS51.09

CEMETERY CHAPEL

Cllr Scott declared an interest and left the room and took no further part in the discussion.

Members had been informed that an approach had been made by Marlow FM to the Town Council to use the cemetery chapel as a transmitting base.

Deriaz Slater had been tasked by officers to provide commercial advice on rental period for the accommodation. Marlow FM had provided the Town Council with a written proposal for the use of the chapel for a period of 5 years and an indication of the rental they would be prepared to pay. They would grant the Town Council a facility within the chapel for the purpose of completing burial records following an interment in the cemetery.

The Deputy Clerk informed the meeting that since this report had been made the Chapel had seen an increase in use. Members debated the change of use of the chapel. The meeting agreed not to change the use of the chapel as it was felt it should be retained for community use in its current form. Members felt that this was an important facility for those residents who required a non-denomination service for their loved ones and should be retained. The proposal was put forward in order to obtain revenue for the Town Council.

The meeting agreed that a Working Party be set up to review the use of the chapel and investigate other issues which could raise income for the Town Council. A new memorial garden had been opened in Princes Risborough and the Working Party would review whether this could be a viable option for the Town Council to emulate.

The meeting agreed that the Working Party would comprise Cllr M B Oram, Cllr Mrs J Coleridge, Cllr Mrs J Braybrooke, Cllr N B Marshall and Cllr R J Scott. Other interested parties would be included in the Working Party when appropriate.

RESOLVED:

MEMBERS DID NOT APPROVE THE CHANGE OF USE FOR THE CEMETERY CHAPEL AND THAT A CEMETERY WORKING PARTY BE SET UP TO DISCUSS THE CHAPEL

FS52.09

CEMETERY FEE REVIEW

It was agreed that cemetery fees increase by approximately 2% from 1st January 2010. Chapel fees would be reviewed by the newly formed Cemetery Working Party.

RESOLVED:

MEMBERS APPROVED AN INCREASE OF 2% FOR CEMETERY FEES EFFECTIVE FROM 1ST JANUARY 2010

FS53.09

PROPOSED BUDGET 2010-2011

The Chairman introduced the proposed budget for 2010-2011. All Council members had received detailed financial statements relating to the proposed budget and seven month figures for the current year to date prior to the meeting.

Members were given the opportunity to comment on the proposed budget and precept.

The Chairman outlined the budget strategy and responded to the questions raised which included issues relating to:

- West Street Bus Shelter
- Grants
- Area Office
- Devolved Services
- Christmas Lights
- Farmers Market
- Marlovian

RECOMMENDED:

- A. THAT THE TOWN COUNCIL PRECEPT FOR THE FINANCIAL YEAR 2010-2011 BE IN THE SUM OF £293,000.00 SUBJECT TO ANY FINAL ADJUSTMENT THAT MAY ARISE PRIOR TO THE TOWN COUNCIL MEETING TO BE HELD ON 12TH JANUARY 2010.
- B. THAT THE TOWN COUNCIL RESOLVES TO USE FURTHER EARMARKED AND GENERAL RESERVES IN SPECIFIED AREAS SHOULD IT BE NECESSARY DURING 2010-2011
- C. THAT IN PURSUANCE OF ITS POWERS CONFERRED BY SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972 (AS AMENDED) THE TOWN COUNCIL:-

APPROVES PROPOSED EXPENDITURE FOR 2010-2011 ON THE FOLLOWING ITEMS WHICH IN THE OPINION OF THE TOWN COUNCIL ARE IN THE INTERESTS OF THE TOWN OR ITS INHABITANTS

- MAYORAL FUNCTION
- ENVIRONMENTAL COMPETITIONS
- GROUNDS MAINTENANCE
- GRANTS
- TOWN TWINNING
- CHRISTMAS TREE
- ALLOTMENT PRIZES
- COMMUNITY, LEISURE AND ENTERTAINMENT

D. THAT THE CEMETERY AND ALLOTMENT CHARGES BE REVIEWED DURING 2010-2011

FS54.09 MONTHLY ACCOUNTS

Circulated to all members prior to the meeting were the following reports giving a breakdown on income and expenditure at 31.10.09

- Income and Expenditure
- Balance Sheet
- Grants and Donations
- Reserves Schedule

RESOLVED:

THAT THE ACCOUNTS DATED 31ST OCTOBER 2009 BE APPROVED

FS55.09 ACCOUNTS PAID SINCE THE LAST MEETING

RESOLVED:

THAT THE LIST OF BANK PAYMENTS FOR OCTOBER 2009 IN THE SUM OF £32,036.84 AND £809.12 WERE APPROVED

FS56.09 DATE AND TIME OF NEXT MEETING

Date and time of next meeting: 9th February 2010 at 7.00pm

Chairman.....

Date.....