

MINUTES of a MEETING of the RESOURCES COMMITTEE of WINSLOW TOWN COUNCIL
held on THURSDAY 16th MAY 2013, at 7pm in the Council Chamber at 28 High Street, Winslow.

	<p>Present: Cllrs Castle, Knight and van de Poll and Cllr Barry (ex-officio) Apologies: Cllrs Eatwell and Reeves (unwell) Chambers (prior engagement) Clerk: B Bradford No Members of the public were present</p>
R13/19	<p>Election of Chairman due to the low attendance RESOLVED to elect Cllr Castle to the Chair for this meeting only and to defer to the next meeting the election of a Committee Chairman</p>
R13/20	<p>Declarations of Interest in matters to be discussed: Cllr Castle declared a Personal Interest in item R13/29 as a member of the Friends of Winslow Youth Centre Committee. Applications for dispensations: none received</p>
R13/21	<p>Minutes of Meeting on 21st March RESOLVED that the minutes be signed as a true record. Matters Arising: none</p>
R13/22	<p>Items deferred from previous meeting: Pension Scheme (R13/12) no report submitted by Cllr Reeves, agreed to defer until the next meeting.</p>
R13/23	<p>Items delegated by Council: 13/62 <u>Elect 2 representatives to Friends of Winslow Youth Centre Committee</u> RESOLVED to RECOMMEND that Cllr Castle continue in this role and that, due to the poor attendance at this meeting, the second representative be determined at the June Council meeting. 13/62 <u>Consider Rent Review for Farmers Market Trailer storage</u> The Clerk has written to the landlord but no response has yet been received. The matter is delegated to the Clerk to resolve.</p>
R13/24	<p>Administration : VAT: Registration documents had been submitted by Recorded Delivery on 16th April with a covering letter giving more detail of Council's relevant activities, this had been followed up with a phone call on 13th May, reference 024000123020 has been allocated but no further information was available.</p>
R13/25	<p>Land & Property Issues: Sports Club: <u>Electrical Testing</u> The Clerk advised that 4 items, not dangerous but in need of attention, had been identified and a quote given of £371 to resolve them – RESOLVED that this work be progressed. <u>Hand Driers:</u> The Club's request for 4 hand driers for the male & female toilets and referees' facilities was considered. To supply and install suitable items would cost £1,104 if undertaken as part of the above works. Members considered that Financial Regulations had been met in this instance by the process of sourcing the Electrical Testing. RESOLVED that Council would meet the costs of installation in the Male & Female toilets only, but the Club would be offered the option of financing those for the referee's facilities. <u>Additional Socket in Kitchen:</u> RESOLVED that this work be progressed at a cost of £144 as current arrangements for use of the urn are considered unsafe. <u>Spot Lights above bar</u> It was noted that it is no longer possible to source bulbs for this fitting. The fitting is believed to have been installed by the Club and therefore is not part of the fixtures and fittings. A replacement should therefore be sourced and installed at the Club's cost, however the work could be arranged through the contractor when completing the other works on site.</p>
R13/26	<p>Street Lighting Repairs & Renewals The Clerk is to meet with the contractor on Monday to review outstanding items from 2012-13 and the work which will achieve most benefit for the 2013-14 budget. Members noted too that the current LED lantern is no longer in production. RESOLVED that the Clerk be authorised to determine, with the contractor, the most suitable programme of work and product (s).</p>
R13/27	<p>Finance Investment of Reserves (R13/17) Having considered the likely needs for liquidity in the coming months, Members RESOLVED that the Co-Op 6 month FTD be reinvested on maturity (30th May) and that a further £50,000 be invested with Harpenden Building Society who appear to offer superior terms. Should this not be possible a further 3 month FTD would be placed with an existing supplier. Effectiveness of Internal Audit Members noted that the internal audit had been completed and the report circulated. Items of note: Financial Regulations: recommendation that 3 quotes are obtained for all expenditure over £2,000 in order to meet the Council's Financial Regulations, Lighting being cited as an area where controls</p>

	<p>should be enforced more rigorously.</p> <p>Asset Register: recommendation made to adjust this document to more correctly reflect the appropriate values for community assets, insurance values and asset/risk management.</p> <p>Accounting Statements: previous anomalies have not been appropriately adjusted in the year's accounts, therefore they continue to be reflected in the Balance Sheet. A one off adjustment will be required in the 2013-14 financial year related to PAYE overpayments reclaimed in the 2011-12 and the erroneous accounting for Debtors as a Credit in the 2011-12 accounts.</p> <p>Fidelity Guarantee: the level of cover had not been adjusted in line with the last internal audit report and should be raised to £321,000 to meet level of precept (50%) and total reserves at the year end. Members noted that the Clerk report felt that the Audit had been more thorough and helpful in terms of adherence to procedures, policies and decision making than the previous internal audit, but had once again failed to identify VAT on "business activities" as a potential issue for this Council.</p> <p>Income & Expenditure to date: Members reviewed the report circulated at May Council meeting with no issues arising.</p>
R13/28	<p>Personnel</p> <p>Annual Reviews (R13/18) Members noted that Clerk & Deputy had yet to receive formal feedback from the appraisal process.</p>
R13/29	<p>Youth Centre: Building Management Issues</p> <p>Members noted the Clerk's update that:</p> <ul style="list-style-type: none"> • <u>Playgroup</u> rent is coming in monthly, lease signed but not yet received. Permission granted to use building on Sat 22nd June 11am to 3pm for fundraising event. • <u>EW Young Farmers</u> – rent cheque and hiring agreement for Year 1 signed but not yet received. • <u>Bucks Federation YF</u> – rent and signed lease received. WiFi now fully functional. • <u>FoWYC</u> – hiring agreement and commissioning agreement now signed. Annual transfer of transition funding £5,000 from WTC now required. New Chairman being sought. • <u>Winslow & District Community Bus</u> - having noted the Clerk's report that BCC have transferred the existing licence which indicates that an annual rent of £720.82 should now be payable, but that only £500pa had ever been paid, RESOLVED that the licence continue, and that rent be invoiced at £515 this year (per the transition funding bid) and rising to the level it should be per the terms of the licence (i.e. £720.82+) by the close of the 5 year financial projection submitted for the bid (i.e. rising £55pa with a suitable adjustment in April 2017 to achieve the final position) • <u>WTC</u> – <ol style="list-style-type: none"> i. Business Rates valuation to be undertaken 30.5.13 ii. Utilities and Hygiene contracts now transferred WTC with the exception of Gas for which BCC have been unable to supply details. Fire Safety contract benchmarked and to continue with current contractor. iii. Clerk visiting approx weekly to review User Log and action any items. iv. Clerk to arrange user meeting shortly. <p>Youth Service Delivery Issues:</p> <p>Members noted that the Clerk, Cllrs Barry & Castle had met with representatives of FoWYC and Vic Green of Action 4 Youth who will be monitoring delivery on behalf of BCC. The objective of the meeting was to clarify what exactly would be required in terms of monitoring, and also what BCC would expect to see in terms of substantiating the demand for the services delivered and the planned future expansion of the service to two nights per week in Year 2. BCC appear to be more concerned that the services delivered expand, than with the rationale of how they are expanded. Members expressed concern that from the meeting it seems FoWYC are determined to progress with AVYouth for Christ delivering a second session on a Tuesday evening from September.</p> <p>RESOLVED to RECOMMEND to Council that this Committee supports FoWYC in their plans to commence delivery of a second weekly session from September 2013 (rather than "in Year 2" per the bid) now that funding is in place via a WADLAF grant. However Members are mindful that the terms of the Commissioning Agreement and Transition Funding Bid should be complied with, i.e. that appropriate market research and surveys must be completed and Winslow Town Council (as the ultimately responsible organisation) consulted prior to a final decision on an appropriate service provider being made.</p> <p>Cllr Castle reported that FoWYC were also working on detailed proposals to submit to the WADLAF (prior to August) re activities that could be funded in the current financial year by the additional £2,775 grant.</p>
R13/30	<p>Reports from Outside Bodies:</p> <p>Winslow Sports Club: Members noted that Cllr Eatwell had attended the AGM on 22nd April when Kelvin Willis had been elected Chairman.</p>

	<p>Winslow Public Hall: Cllr Knight had attended the AGM on 8th April and passed the annual report and accounts to the Clerk. Officers were re-elected, more members of the public are required for the committee. Expenditure exceeded income by a modest amount – most expenditure having been made to effect repairs and renewals. A suitable local person is sought to independently examine the accounts. It was noted at the AGM that a portion of the building fund may have been secured through S106 to fund extension plans that are no longer progressing. There are problems with drainage and since the AGM possible subsidence has been identified and referred to the insurer. Trustees attended the recent leisure focus group of the Winslow Neighbourhood Plan process. Next meeting 23rd September at noon.</p>
	<p>Correspondence: none not dealt with elsewhere on the agenda</p>
	<p>Items For Information – none</p>
8.30pm	<p><i>Meeting Closed</i></p> <p>Signed: (Chairman) at Meeting (date):</p>