

**MINUTES OF THE MEETING OF THE GOVERNANCE AND FINANCE COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 7TH MARCH 2017**

Present Councillor F.W.P. Treanor (FWPT) (in the chair)

Councillors: Mrs. E. Ballard JP (EB), Mrs. D. Blakey (DB), Mrs. S. Crew (SC), C. Green (CG), D.J.E. Hall (DJEH), Mrs. L. Harrison-Wiseman (LHW), D. Hobson (DH), G.E. Horton (GEH), R. Jackson (RJ), A. Leonard (AL), Mrs. S.E. Locking (SEL), M. Locking (ML), Mrs. J. Makinson-Sanders (JMS), Mrs. M. Ottaway MBE (MO), L.M. Stephenson (LMS), Mrs. P.F. Watson (PFW), D.E. Wing (DEW)

Councillors not present: J. Garrett (JG), D. Turner (DT) and Mrs. J. Speed (JS)

The Town Clerk, Mrs. L.J. Blankley and her Secretary, Mrs. L.M. Phillips, were also present.

487. Apologies for Absence

Apologies were received from Councillors DT, JG and Mrs. JS.

488. Chairman's Remarks

The Chairman had nothing to report. However, Cllr. Mrs. EB asked to speak. She requested permission to request payment for her mileage to the LCC meeting on 24th February, attended on behalf of LTC. It was agreed that this should be an agenda item on 28th March 2017.

489. Declarations of Interest

Declarations of interest were received as follows:

- a. Cllr. AL – Hubbard's Hills Budget matters – as the Chairman of the Hubbard's Hill Trust.
- b. Cllr. Mrs. PFW – any item from or relating to ELDC – as a member of ELDC.

490. Minutes

Following a proposal by Cllr. DEW, seconded by Cllr. Mrs. MO it was **RESOLVED** that the notes of the last meeting held on 3rd January 2017 be approved as the Minutes.

491. Town Clerk's Report on Matters Outstanding

The Town Clerk reported that Section 137 spending allowance had increased to £7.57 per elector for 2017/18.

492. Financial Reports

The Committee received a recommendation from FOG regarding the authorisation of i. to viii. below and following a proposal by Cllr. AL, seconded by Cllr. Mrs. SEL it was **RESOLVED** to authorise the following:

- a. Receipts and Payments (**Appendix A**)
 - i. Month 6 Cash Book 1 (Bank) Receipts £118,769.63 Payments £33,935.18
 - ii. Month 6 Cash Book 2 (Petty Cash) Receipts £0.00 Payments £165.56
 - iii. Month 7 Cash Book 1 (Bank) Receipts £5,714.95 Payments £17,294.18
 - iv. Month 7 Cash Book 2 (Petty Cash) Receipts £200.00 Payments £146.66
 - v. Month 8 Cash Book 1 (Bank) Receipts £4,606.41 Payments £13,933.76
 - vi. Month 8 Cash Book 2 (Petty Cash) Receipts £200.00 Payments £123.93
 - vii. Month 9 Cash Book 1 (Bank) Receipts £2,576.85 Payments £18,497.13
 - viii. Month 9 Cash Book 2 (Petty Cash) Receipts £0.00 Payments £24.97
- b. Following a proposal by Cllr. AL, seconded by Cllr. Mrs. JMS it was **RESOLVED** to receive the Income and Expenditure Budget Variance Report as at 31/12/2016 (**Appendix B**) – material variances listed in report (attached).
- c. Cllrs. noted that General Reserve was projected to be at around £98,000 after potential commitments or 39.5% of 2017/18 precept and that FOG recommended no major use of funds on projects not already in budget.
- d. Following a proposal by Cllr. AL, seconded by Cllr. Mrs. MO it was **RESOLVED** that

reconciliations as at 31/12/2016 regarding:

- i. Lloyds Bank Treasurers Account
- ii. Petty Cash

should be authorised.

- e. Cllrs. noted that assuming authorisation of 8b. the Town Clerk had projected expenditure to Month 12 and prepared a report (attached) regarding projected funds for return to General Reserve as at 31/12/2017 and those which require resolution to move to Ear Marked Reserves for uncompleted projects, precept decisions and future provisions for liabilities. Following a proposal by Cllr. Mrs. EB, seconded by Cllr. Mrs. MO it was **RESOLVED** to authorise this and include carry forward of street furniture maintenance monies which would be needed for refurbishment of bus shelters.
- f. Following a proposal by Cllr. Mrs. JMS, seconded by Cllr. Mrs. SEL it was **RESOLVED** that the meeting should move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to staffing details. Following a proposal by Cllr. GEH, seconded by Cllr. AL it was **RESOLVED** that the town clerk should be paid for her extra hours as per her request (detailed on confidential pink sheet).

493. Insurance Review

The Committee noted that the Town Council would be entering into Year 2 term contract with Zurich Insurance. In year adjustments for the Panorama revaluation premium was approved. No other changes required.

494. Governance Documents Review

The Committee received a recommendation from FOG to make a recommendation to the Town Council meeting of 28th March 2017 that Governance documents having been reviewed should be formally adopted with the following amendments:

- a. Standing Orders
 - i. Include District / County Councillors Feedback on Town Council meetings agenda. Proposed by Cllr. Mrs. EB, seconded by Cllr. RJ.
- b. Financial Regulations
 - i. Draft New Model issued by NALC adapted for LTC by RFO and reviewed by FOG (**Appendix C**). Proposed by Cllr. AL, seconded by Cllr. Mrs. SC.
- c. Code of Conduct – no changes. Noted.

495. Next Meeting

The Committee noted that the date of the next scheduled meeting was 25th April 2017 at which Cllrs. would be required to approve the Annual Return.

The Meeting Closed at 8.52pm.

Signed _____ (Chairman)

Dated _____