

**MINUTES OF THE MEETING OF THE GOVERNANCE AND FINANCE COMMITTEE  
HELD AT THE SESSIONS HOUSE, EASTGATE, LOUTH  
ON TUESDAY 17<sup>th</sup> OCTOBER 2017**

**Present** Councillor E. Ballard JP (EB) (in the chair)

**Councillors:** J. Garrett (JG), 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), M. Locking (ML), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), Mrs. M. Ottaway MBE (MO), D. Turner (DT), Mrs. P.F. Watson (PFW), D.E. Wing (DEW)

**Councillors not present:** Mrs. J. Speed (JS), L.M. Stephenson (LMS), F.W.P. Treanor (FWPT), Mrs. D. Blakey (DB) and Mrs. S. Crew (SC)

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

**331. Apologies for Absence**

Apologies were received from Councillors Mrs. DB, Mrs. SC, Mrs. JS, FWPT and LMS.

**332. Chairman's Remarks**

The Chairman had no remarks to make.

**333. Declarations of Interest**

- a. Cllrs. AL, DEW and Mrs. JMS – any item referring or relating to Hubbard's Hills – as Trustees of Hubbard's Hills.

**334. Minutes**

Following a proposal by Cllr. CG, seconded by Cllr. Mrs. SEL it was **RESOLVED** to approve as a correct record the Minutes of the meeting held on 12<sup>th</sup> September 2017 with the following hand written amendment: that the Chairman be changed to Cllr. CG.

**335. Town Clerk's Report on Matters Outstanding**

The Town Clerk reported that costs for Christmas Lights were coming in higher than expected as none of the companies have an appropriate vehicle and would all have to hire one in. She opined that the costs for the tree and lights could be contained within budget but the testing of the plates and bolts holding the catenary wires would need to come from somewhere else, possibly the street furniture budget. Following a proposal by Cllr. DT, seconded by Cllr. AL it was **RESOLVED** that the Town Clerk should go ahead and if required she be authorised to use the £3,000 contingency fund in the Community Resources budget, if problems arise. Following a proposal by Cllr. Mrs. PFW, seconded by Cllr. DEW it was **RESOLVED** that a letter should also be sent to the Independent Traders asking if they might like to make a financial contribution.

**336. Suspension of Standing Orders**

Following a proposal by Cllr. Mrs. SEL, seconded by Cllr. CG, it was **RESOLVED** to suspend Standing Orders in order that the Community Resources Committee meeting could continue past the 3 hour time limit.

**337. Financial Reports**

The Committee received a recommendation from FOG regarding the authorisation of items a. b. and c. below. Following individual proposals regarding each of the three sections by Cllr. AL, seconded by Cllr. Mrs. SEL it was **RESOLVED** that items a. b. and c. be authorised.

- a. Receipts and Payments (Appendix A)
  - i. Month 1 Cash Book 1 Receipts -£135,212.53 and Payments -£17,007.22
  - ii. Month 1 Cash Book 2 Receipts -£300.00 and Payments -£209.96
  - iii. Month 2 Cash Book 1 Receipts -£1287.01 and Payments -£41,396.52
  - iv. Month 2 Cash Book 2 Receipts -£0.00 and Payments -£109.29
  - v. Month 3 Cash Book 1 Receipts -£6,826.82 and Payments -£15,428.45

- vi. Month 3 Cash Book 2 Receipts -£300.00 and Payments -£179.94
  - vii. Month 4 Cash Book 1 Receipts -£182.95 and Payments -£22,083.61
  - viii. Month 4 Cash Book 2 Receipts -£300.00 and Payments -£221.30
  - ix. Month 5 Cash Book 1 Receipts -£2,768.31 and Payments -£11,983.83
  - x. Month 5 Cash Book 2 Receipts -£0.00 and Payments -£146.48
  - xi. Month 6 Cash Book 1 Receipts -£123,735.14 and Payments -£12,848.84
  - xii. Month 6 Cash Book 2 Receipts -£300.00 and Payments -£187.18
- b. Income and Expenditure Report as at Month 6 30<sup>th</sup> September 2017 (Budget Variance Report) (Appendix B) with notes from the Responsible Financial Officer (RFO)
- c. Bank Reconciliations as at 30<sup>th</sup> September 2017
- i. Lloyds Treasurers Account – £267,071.47
  - ii. Lloyds Deposit Account (as at October 2016) – £69,438.71
  - iii. NSI (as at January 2017) – £108,350.48
  - iv. Petty Cash – £204.15

**338. Budgets 2018/19 and 10 year Plan**

Following a proposal by Cllr. Mrs. SEL, seconded by Cllr. Mrs. MO it was **RESOLVED** to approve the following recommendations made by FOG:

- a. To note that NALC are encouraging local engagement to ensure that electors are aware of any likely precept increases. It has not yet been confirmed whether Parish Councils will be subject to referendum principles of principal authorities (deferred in 2016 for 2017/18) and the use of reserves, 'invest to save' schemes and transparency are being encouraged.
- b. That the Town Clerk will prepare a base budget for each committee based on requirements to provide services at the current level and using current arrangements, adjusted for known cost pressures where unavoidable. Committees should also consider their Ear Marked Reserves to ensure that they fit future expectations and are still valid.
- c. That each funded Committee should consider its requirements for the forthcoming year and highlight any special project funding for future years to feed into the 10 year plan. Budget requirements to be an agenda item for all Committees at the next meeting of each. Councillors should forward individual suggestions to the Town Clerk for Committee consideration and inclusion on the agenda.

**339. Next Meeting**

The Committee noted that the date of the next scheduled meeting was 28<sup>th</sup> November 2017 (Committee Budget Consideration).

The Meeting Closed at 9.54pm

Signed \_\_\_\_\_ (Chairman)

Dated \_\_\_\_\_