



**Minutes of the Finance & Policy Committee meeting held on
Thursday 15th February 2018
at the St James's Church Centre, Pottergate, Alnwick at 7.00pm**

Present: Councillors B Grisdale (Chair), P Broom, G Mavin, M Swinbank, A Symmonds, G Watson and L Wearn.

In attendance: W Batey, Chief Officer and Town Clerk; J Pibworth, Assistant to the Town Clerk; T Kirton, Project & Funding Officer.

FP 17/35 Apologies
Councillors Allcroft, Castle, Humphries and Patience.

FP 17/36 Declarations of Interest
None.

FP 17/37 Minutes of the last meeting - matters Arising not on the agenda
None.

FP 17/38 Budget update 2017/18
The Town Clerk went through the circulated budget as at 14th February 2018. He highlighted the following lines of expenditure:

ADMINISTRATION – on budget.

RENT / ROOM BOOKINGS – slightly below budget as invoices outstanding.

NEIGHBOURHOOD PLAN – over budget due to some additional printing of the 'made' version of the Neighbourhood Plan. Should be final figure.

TOWN TEAM – budget not used so could be used to replace maps in map cases.

GRANTS – 2 cheques still not cashed.

MAYORAL GIFTS – mugs being sourced.

OFFICE ACCOMMODATION – most of the budget will be spent on the new office.

N. PLAN/COMMUNITY ACTION PROPOSALS/OTHER COUNCIL PRIORITIES – bus shelters bought and £10k set aside for Willowburn appeal.

CCTV – owe NCC money for mobile camera in Chapel Lane.

MISC/CONTINGENCY – slight underspend which will be used on office equipment for the new office.

Overall slight underspend at present.

RESOLVED: To accept the budget update.

FP 17/39 Consideration of new grant applications
The Town Clerk reminded councillors that there was £250 left in the grant budget at present. He also advised that there were 2 applications which the Assistant to the Town Clerk gave information about:

- a) Alnwick Tri Juniors – requesting £100 to pay for medals for their annual junior event. Given a Town Council grant last year of £100.
- b) Alnwick Park Run – requesting any amount towards the set-up costs of £3,000 for a Park Run planned to run each Saturday starting at the Aln Valley Railway. They have already been promised funding to purchase a defibrillator. The Town Clerk reminded councillors that if the application had come in with the other grant applications in December the grant amount for other sport applications was around £250.

RESOLVED: To award a grant of £100 to Alnwick Tri Juniors and a grant of £250 to Alnwick Park Run.

FP 17/40

Annual Procedures

i) Internal Audit Check List

The Town Clerk explained the changes that had been made to the Internal Audit Checklist which had been previously circulated.

PROPER BOOK KEEPING - Cashbook is maintained on the computer with weekly backups done.

BUDGETARY CONTROLS – The Town Clerk must explain anything which has a 10% variance.

PAYROLL CONTROLS - the payroll is now undertaken by NCC so some items have been deleted from the checklist. The Town Clerk receives a monthly payment list for all employees from NCC to check.

RESOLVED: To approve the Internal Control Checklist.

ii) Review of Effectiveness of Internal Audit

The Town Clerk took councillors through the Review of the Effectiveness of Internal Audit sheet which had been circulated. He advised that in 2016/17 a no significant issues had been raised. The Internal Audit would be carried out after the AGM in May.

RESOLVED: To agree the Effectiveness of Internal Audit.

iii) Appointment of Internal Auditor

The Town Clerk advised that John Ainsworth who carried out the Internal Audit for 2015/16 and 2016/17 was willing to do the Internal Audit for 2017/18.

RESOLVED: To agree John Ainsworth as Internal Auditor for 2017/18.

iv) Review of Effectiveness of Internal Controls

The Town Clerk took councillor through the updated version of the Review of Effectiveness of Internal Controls sheet which had been circulated. He highlighted the following changes (**in bold**):

PETTY CASH Payments supported by invoices **or till receipts** and reported to council.

WAGES **Payroll undertaken by NCC from 1st April 2017.**

RESOLVED: To accept the updated Review of Effectiveness of Internal Controls dated February 2018.

v) Risk Management

The Town Clerk took councillors through the updated Risk Management document which had been circulated. He explained that columns had been added to the table to show Likelihood and Potential Impact of each risk.

He advised that the recommended document needs to be taken to Full Council meeting in March. He took councillors through the table including the updates for 2017/18 (red text) and the new proposals for 2018/19:

Financial Town Council loan repayment not made.

Legal CCTV does not comply with surveillance requirements.

To review the new Data Protection Regulations (GDPR) April 2018.

The following additional risks were highlighted by councillors to be added:

Financial Risk of award of costs against Town Council e.g. Willowburn Appeal.

Legal Contractors not having Public Liability Insurance

RESOLVED: To recommend the amended Risk Management document to Full Council in March, for approval.

Councillor Mavin asked if there should be separate budget heading for Staff Training. The Town Clerk advised that this was included in Staff Costs.

Councillor Broom asked if the staff services could be offered to NCC at a cost. The Town Clerk advised that he would enquire.

FP 17/41

Updates

a) CCTV

The Project & Funding Officer advised that a meeting had taken place with Sergeant Sharon Wilmore Greaves and she had subsequently sent in a report listing slight changes to cameras plus a suggested list for additional cameras including some with automatic number plate recognition (ANPR).

Councillor Wearn said that she had an issue with CCTV systems and was not sure what was gained by using them.

Councillor Watson asked how much the additional cameras would cost. The Town Clerk advised that the police report had only just been received and that more work was needed to work out potential costs.

Councillor Symmonds advised that there were several examples of where the use of cameras with ANPR had been proved very effective in stopping crime.

Councillor Watson said that the Town Council had bought the CCTV system for the whole town.

Councillor Broom advised that ANRP was very effective in police cars to apprehend uninsured vehicles.

b) Alnwick Bus Station

Councillor Swinbank advised that a meeting had taken place in December 2017 to discuss issues and a list of possible improvements produced.

He felt that as there were a number of CAPs in the Neighbourhood Plan to do with the bus station the Town Council should show its intent to improve the area. He felt that the Town Council should document what they would do including better fingerpost signs to the town centre and toilets and a map in a better location

Councillor Grisdale felt these could be done without involving Morrisons or Arriva.

Councillor Swinbank felt that this could be done if Morrisons / Arriva spend the £20k allocated for improvements to the bus station.

Councillor Watson felt that Morrisons / Arriva should spend their money on any improvements.

The Town Clerk advised that there was no reason why the Town Council could not install a new map and fingerpost at the bus station.

Councillor Grisdale asked if any of the Town Team money could be used for these. The Town Clerk advised that it would not be the Town Council decision.

Councillor Wearn asked if Morrisons or Arriva would care if the Town Council installed

the map and fingerpost. She supported doing both.

Councillor Broom advised that the footpath would belong to NCC.

Councillor Symmonds supported the installation of street furniture by the Town Council but nothing more than that. He advised that he would talk to the Town Team members about spending some of the Town Team money on improvements at the bus station.

RESOLVED: To allocate up to £5k towards the costs of a new fingerpost and map case at the bus station and give the Town Clerk delegated authority in consultation with Councillor Swinbank to progress this, as appropriate.

FP17/42

Any Other Urgent Business

None.

Meeting closed at 9.00pm