



WETHERBY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE

Date: Tuesday 12th December 2017
Time: 5.30pm
Location: Deighton Room, Wetherby Town Hall

Present: Cllr Harry Chapman
Cllr Norma Harrington (Mayor and Chair)
Cllr Victor Hawkins
Cllr Kazia Knight
Cllr Galan Moss

In attendance: Iona Taylor, Town Clerk
Alison Waterfield, Office Administrator

1.	Declarations of interest and requests for dispensations - none.
2.	Apologies It was RESOLVED that apologies be received and accepted from Councillors Bentley, Chapman, Lamb, O'Byrne and Wilkinson. Apologies were also received from Councillors Frame and Kanabar.
3.	Big Toe – Bike Skills Facility a) Project Update Councillors were reminded of the following points: <ul style="list-style-type: none">• Wetherby Town Council is now the applicant for a Sport England funding application which could secure more than £30,000 to help construct a bike skills facility on land adjacent to the Harland Way.• The land is currently owned by two parties. The majority is in private ownership. A small strip, adjacent to the Harland Way, is owned by Leeds City Council.• It is intended that Wetherby Town Council will enter in to a lease with Leeds City Council to rent the strip of land for a peppercorn rent, however this is not yet ready to proceed.• Sport England require security of tenure to be demonstrated for the application to proceed.• The current proprietors of the main area of land are ready to transfer ownership to Wetherby Town Council.• The Clerk advised Members of considerations including immediate and ongoing safety and maintenance requirements, tree inspection and maintenance, public access to the site, the cost of legal fees and considering what would happen to the land in the event that the project does not come to fruition. b) Land Acquisition It was RESOLVED that the Council should proceed to acquire the land currently in private ownership on which the Big Toe bike skills facility is to be constructed and that this resolution should include: <ul style="list-style-type: none">• Giving the Clerk the authority to instruct solicitors to act on the Council's behalf in this matter.• Funding any legal costs from the 2017/18 budget for professional fees.

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4.	<p>Financial Reports Town Council</p> <p>a) Payments It was RESOLVED that the list of 30 payments, totalling £25,977.64, as detailed in appendix 1 on page 4 be approved.</p> <p>b) Income & Expenditure It was RESOLVED that the income and expenditure report to 30th November 2017, showing progress against the agreed budget, be approved.</p> <p>Town Hall</p> <p>c) Payments It was RESOLVED that the list of 13 payments, totalling £6,449.23, as detailed in appendix 2 on page 5 be approved.</p> <p>d) Income & Expenditure It was RESOLVED that the income and expenditure report to 30th November 2017 be approved.</p>
5.	<p>Mid-Year Monitoring Against Budget The Clerk gave a brief verbal report indicating that the Council is on track to finish in line with the agreed budget and that there are no significant issues to bring to the Council's attention at this stage.</p>
6.	<p>Audit Plan and Internal Controls for 2017/18 It was RESOLVED that the draft Audit Plan and Internal Controls for 2017/18 be adopted.</p>
7.	<p>Yorkshire Internal Audit Services The internal auditor's report from his interim visit for the 2017/18 financial year was RECEIVED AND CONSIDERED.</p> <p>It was noted that there are "no significant issues arising, but a small number of minor issues were discussed." The minor issues identified are as follows:</p> <ul style="list-style-type: none">• The Clerk will confirm the location of all deeds for land and retain a photocopy of key parts of the deeds at the Town Hall as evidence of ownership and existence.• The Clerk has agreed to adopt a good practice format for the asset register in line with the requirements of the Governance and Accountability regulations of March 2017.
8.	<p>Computer Care Plan It was RESOLVED that a computer care plan be taken out with PC Crew to cover anti-virus protection, cloud backup, remote assistance, 6 monthly interim checks and an annual health check of each machine and preferential rates for visits. The initial set-up costs are £105 + VAT and £25 +VAT per month thereafter, based on a rolling contract.</p>

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9.	Budgets Committee It was NOTED that the Budgets Committee has begun to review the 2018/19 budget with a view to bringing a final proposal for adoption to the January 2018 Full Council meeting.
10.	Items for Information a) Clerk's Update The Clerk thanked all Councillors for their recent support during difficult personal circumstances.

The meeting closed at 5.57pm.

These minutes were recorded and prepared by Iona Taylor, Town Clerk.



APPENDIX 1 TOWN COUNCIL – LIST OF PAYMENTS

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
22/11/2017	Sports Telecomm	DD29 11-17	124.72	Telephone & Broadband Services
25/11/2017	ABC Digital Solutions Ltd	DD20 11-17	275.23	Printing
28/11/2017	Trustees of Wetherby Town Hall	Std Ord	3,300.00	Office Rent & Grant
01/12/2017	Leeds City Council	DD4 12-17	222.00	Rates - Market
01/12/2017	Leeds City Council	DD5 12-17	161.00	Rates - Cemetery
01/12/2017	Leeds City Council	DD6 12-17	314.00	Rates - York Road Depot
07/12/2017	Skelf Frames	300450	39.00	Certificate Frames - Jubilee
12/12/2017	FuelGenie Business Account	DD2 12-17	50.00	Van Diesel
13/12/2017	Pullan Landscape, Construction	IB1 12-17	1,023.42	Grounds Maintenance - November
13/12/2017	Addplant Limited	IB7 12-17	102.96	Inv T/9458, Cemetery Portaloo
13/12/2017	Vision ICT Ltd	IB8 12-17	330.00	Website Hosting & Support
13/12/2017	Printworks North	IB9 12-17	95.14	Play Consultation Publicity
13/12/2017	HM Revenue & Customs	IB10 12-17	2,300.92	PAYE & NI - December
13/12/2017	P Johnston	IB11 12-17	2,625.00	Market Stall Erection - Nov
13/12/2017	Cllr N Harrington	IB12 12-17	70.20	Mayoral Expenses
13/12/2017	The Market Place Caterers	300501	60.00	Remembrance Refreshments
13/12/2017	Abbotts Memorial Company	IB14 12-17	400.00	Gravedigging (1)
13/12/2017	Wetherby Skip Services Ltd	IB15 12-17	252.00	Skip - York Road Depot
13/12/2017	Harland (Garden Machinery) Ltd	IB16 12-17	131.40	Lawnmower Service
13/12/2017	Harland (Garden Machinery) Ltd	IB17 12-17	431.71	Lawnmower Service & Parts
13/12/2017	Viking Direct	IB18 12-17	100.12	Stationery & Stamps
13/12/2017	Yorkshire Internal Audit Servi	300503	400.00	17/18 Interim Internal Audit
13/12/2017	Post Office Ltd	300504	240.00	Van Tax
13/12/2017	Morley Town Mayor's Charity	300502	30.00	Donation
13/12/2017	Trustees of Wetherby Town Hall	IB20 12-17	1,857.89	VAT Transfer
13/12/2017	Staff Salaries	IB21 12-17	8,761.53	Staff Salaries - December
13/12/2017	Petty Cash	T1 12-17	100.00	300505 Petty Cash
13/12/2017	West Yorkshire Pension Fund	IB22 12-17	2,074.62	Pension Contributions - Dec
13/12/2017	Prudential	IB23 12-17	35.00	Pension - Voluntary Contributi
13/12/2017	Moss Tyres Ltd	IB19 12-17	69.78	Van Tyres
Total Payments			£25,977.64	



APPENDIX 2 TOWN HALL – LIST OF PAYMENTS

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
22/11/2017	Sports Telecomm Ltd	DD2 11-17	92.09	Alarm Phone Line
13/12/2017	Wetherby Town Council	IB1 12-17	2,447.40	Salary Re-charge - Dec
13/12/2017	Curti Lifts Services	IB2 12-17	1,080.00	Lift Maintenance Contract
13/12/2017	Pullan Landscape ...	IB3 12-17	876.32	Planters & Window Boxes
13/12/2017	J. Marsland & Sons Ltd.	IB4 12-17	7.20	Silicone for Kitchen
13/12/2017	Associated Waste Management Lt	IB5 12-17	46.51	Wheelie Bins
13/12/2017	Wetherby Town Council	IB6 12-17	1,148.74	Insurance Re-charge
13/12/2017	Rialtas Business Solutions Ltd	IB7 12-17	330.00	Bookings Software
13/12/2017	David Spriggs	102656	70.00	Window Cleaning
13/12/2017	The Market Place Caterers	102657	175.00	Food
13/12/2017	Sports Telecomm Ltd	IB8 12-17	17.40	Lift Telephone Line
13/12/2017	Wetherby Business Assoc.	102658	30.00	Christmas Tree
13/12/2017	Professional Paper Supplies Lt	IB9 12-17	128.57	Cleaning & Refreshments
Total Payments			£6,449.23	