

Frodsham Town Council

Minutes of a meeting of
The Finance Scrutiny Sub-committee
held on Monday 21 August 2017 at 7pm
In Castle Park House, Frodsham



Present: Cllrs C Ashton, J Critchley and M Poulton
Mrs H Catt

Meeting 2

No	Item												
18	Apologies for Absence Apologies had been received from Cllrs A Oulton and F Pennington.												
19	Declarations of Interest None.												
20	Requests from the public to speak None.												
21	Minutes of Meeting 1 – 6 June 2017 The minutes were approved and signed as a true record.												
22	Ear Marked Reserves												
22.1	The increase (£10,401.08) in the Cemetery Reserve as agreed at Council on 24 July was noted.												
22.2	The amounts set aside currently as Ear-marked Reserves were reviewed and agreed as: <table border="1" data-bbox="183 907 1428 1153"> <thead> <tr> <th>Earmarked Reserve</th> <th>£</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Cemetery</td> <td>20,401.08</td> <td>Suggest annual increment to build Maintenance Fund.</td> </tr> <tr> <td>Townfield Lane Replacement</td> <td>36,000</td> <td>Includes £5388 from S106</td> </tr> <tr> <td>Christmas Lights</td> <td>10,000</td> <td>Suggest annual increment to allow for costs of replacement of catenary wires and lights in future years.</td> </tr> </tbody> </table> <p>No changes were needed at the moment but it would be kept under review. Increments to the Cemetery Reserve would be considered annually with any surplus, not required for maintenance, being added at the end of the financial year. Townfield Lane update – TC is currently showing play equipment providers the site and inviting quotations. Feofees will be issuing an invoice for this year's rent before the new lease is signed.</p>	Earmarked Reserve	£	Comments	Cemetery	20,401.08	Suggest annual increment to build Maintenance Fund.	Townfield Lane Replacement	36,000	Includes £5388 from S106	Christmas Lights	10,000	Suggest annual increment to allow for costs of replacement of catenary wires and lights in future years.
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23	Budget 2017-18 The 1 st quarter receipts and payments figures were reviewed. Everything was as expected and no amendments were recommended but again this would be kept under review. The cashbook document was provided for information and explained how the bespoke Excel spreadsheet is used to provide the information for the Financial Reports. TC and Admin Officer will be attending the SLCC Conference on 21 September when they will be able to see specialist software that has been developed for local council's financial administration and TC will report back if this would make a more effective alternative to the current Excel spreadsheet. It was noted that Microsoft software packages are used in the business world.												
24	Internal Audit												
24.1	It was noted that the tendering process is underway and tenders are due back on Thursday 24 August.												
24.2	It was agreed that Cllrs C Ashton, J Critchley and M Poulton would be in attendance when the tenders are opened – date to be agreed during the week beginning 28 August.												
25	Events Budget The idea of establishing a budget to support local community events was discussed. It was agreed , proposed and seconded by Cllrs M Poulton and J Critchley, to recommend to P&P that an Events Committee should be set up to administer such a budget – R1 . Terms of Reference would need to be agreed but are likely to include: <ul style="list-style-type: none"> • Co-ordination of events across Frodsham • Liaison with CWAC Events Team 												

Members: Cllrs C Ashton, L Brown, J Critchley, R Holt, A Oulton, F Pennington, M Poulton and F Sutton

No	Item
	<ul style="list-style-type: none"> • Providing profile and advertising for events • Responsible for FTC & partnership events including Christmas Festival, Festival of Walks, Remembrance Service and New Year's Eve Fireworks. • Support the Mayor's Events • Grants support to community events <p>The budget could come from savings on rent & rates.</p>
26	<p>Clerk's Items None</p>
27	<p>Date of next meeting 24 October 2017</p>

Meeting ended at 7.30pm.

R1. To set up an Events Committee with its own budget.