

Frodsham Town Council

Minutes of a meeting of
The Finance Scrutiny Sub-committee
held on Monday 30 January 2017 at 7.00 pm
In Castle Park House, Frodsham



Present: Cllr C Ashton (Chair), D Critchley, J Critchley, F Pennington and M Poulton.
Mrs H Catt (Town Clerk)

Meeting 4

No	Item	Note/Decision/ Action
38	Apologies for Absence	Apologies were received from Cllrs M Nield and P Martin. Cllr P Martin has resigned from this sub-committee due to work pressures. It was agreed that Cllrs should be reminded to report to the office if they are unable to attend a meeting by 3pm on the day of the meeting.
39	Declarations of Interest	None.
40	Requests from the public to speak	None.
41	Minutes of Meeting 3 – 29 November 2016	The minutes were approved and signed by the Chair as a true record.
42	3rd Qtr Spend Review	The 3 rd quarter spend against budget had been presented to full Council on 23 January using the old budget for 2016-17. TC presented the figures against the revised budget. It was noted that there looked to be significant underspends on Community and P&P budgets. The final quarter is still to be paid/reconciled and will include the all the Over 70s Vouchers, Tree work at Manley Road Copse and Cemetery soil and grass bins replacements. TC also presented the actual spend to 30 January and projected spend to end of financial year figures against the revised 2016-17 budget. This included all known spending plans which resulted in a projected end of year underspend of £42k. There is still time for Committees to commission and deliver work that needs doing before the end of the financial year. Any underspend at the end of the financial year will go into cash reserves.
43	Fees & Charges for Room Hire	The charges for room hire were discussed and it was agreed to increase them from 1 March 2017: Main room 1 – to increase to £15 per hour Main meeting room 2 – to increase to £10 per hour Combined main room – to increase to £20 per hour Interview room – to increase to £8 per hour Drinks at £1 per person per session where a session is either morning, afternoon or evening. R1: To increase room hire and refreshment charges as outlined above from 1 March.

No	Item	Note/Decision/ Action
44	Medium Term Financial Strategy	FTC adopted the strategy in January 2015 and the financial climate, as outlined in the document, is very out of date. It was agreed that time spent updating the document would be wasted as it wouldn't add value so it should be withdrawn – R2.
45	Castle Park House Block Booking	TC reported that there had been a couple of tentative enquiries about block booking the combined meeting rooms. It would not be possible to allow whole week block bookings as other users have booked the rooms in 2017. Also permission from CWAC/Castle Park Trust would be needed as this will constitute sub-letting. Neither of the initial enquiries have been followed up but it was agreed to consider any further enquiries on a case by case basis.
46	Internal Audit	The Internal Auditors report was noted. Only issues related to obtaining Purchase Order numbers for one of a regular booking and an editorial error in the September minutes.
47	Webcasting	There had been issues over the inconsistency & quality of the webcasts, the reliability of the webcasting equipment, and the viewing figures were unknown. TC will continue to seek the viewing figures for the webcasts to inform the debate. It was agreed to recommend to P&P that FTC purchase digital audio recording equipment (one off costs of approximately £695+VAT), record all Council and Committee meetings and publish them from the start of new Council year (May 2017) rather than just webcasting full council – R3.
48	Clerk's Items	None.
49	Date of next meeting	Tuesday 30 May 2017 at 7pm.

Meeting ended 8.05pm

R1: To increase room hire and refreshment charges from 1 March 201:

Main room 1 - £15 per hour

Main meeting room 2 - £10 per hour

Combined main room - £20 per hour

Interview room - £8 per hour

Drinks at £1 per person per session where a session is Morning, afternoon or evening.

R2: To withdraw the Medium Term Financial Strategy document as it is out of date.

R3: To purchase digital audio equipment, record all Council and Committee meeting and publish them from start of new Council year (May 2017).

Members: Cllrs C Ashton, L Brown, D Critchley, J Critchley, R Holt, M Neild, A Oulton, F Pennington & M Poulton