

## MINUTES OF THE FINANCE, STAFFING & GENERAL PURPOSES

### COMMITTEE MEETING HELD ON THURSDAY 19 MARCH 2009

Present: Cllr P Moores – Chairman  
Cllrs W B Garvie, P La Broy, L Moores, F Partridge, H Partridge, R Rowland  
In attendance: Cllrs J Bryson, L Emo, L Sharratt  
Mrs C Kett – Town Clerk

**FS/17/09** **To receive and accept apologies for absence**

Cllrs J Blatchford & N Tucker (non-committee members)

**FS/18/09** **To receive members declarations of interests**

None

**FS/19/09** **Electors questions/observations**

None were present

**FS/20/09** **Minutes**

- (i) **To consider and approve the minutes of the FS&GP Committee meeting held on 19 February 2009**  
**Resolved: That the minutes are a true and accurate record and they should be signed by the Chairman**
- (ii) **Report by Town Clerk on matters arising from the minutes**  
None

**FS/21/09** **Financial report:**

- (a) **Schedule of payments already made 6 March – 19 March 2009 (V1174)**  
**Resolved: That all payments made (£ 29,643.22:V1174) be approved**
- (b) **Schedule of payments to be made 6 March – 19 March 2009 (V1175 – V1226 inc)**  
**Resolved: That all payments to be made (£17,711.87: V1175 – V1226 inc) be approved**

**FS/22/09** **Section 137 Grant Funding: Requests for financial assistance from Section 137 budget; 2009/2010 budget:**

- (a) **Bude & Stratton Folk Festival 28 – 31 May 2009**  
**Resolved: That a grant of £100 be made from the 2009/2010 Section 137 budget to Bude & Stratton Folk Festival to support the festival to be held 28 – 31 May 2009**

**FS/23/09** **Internal Audit Report 2008/2009 Third Interim Report**

**Resolved: That the report is noted**

**FS/24/09** **General/Earmarked Reserves Policy** *report circulated to all Cllrs*

The report (attached as an appendix to these minutes) had previously been circulated to all cllrs

**Recommended:**

- (i) **That in order to comply with the Accounts and Audit Regulations 2003 four months annual budgeted expenditure (currently approx £276,000) should be kept in the General Reserve**
- (ii) **That in order to realise the required figure for the General Reserve the following balances currently held in Earmarked Reserves be transferred to a new reserve called The ‘General Fund’**

Properties	£ 16,600
Environmental Services	£ 6,600
Open Spaces	£ 13,005
Heritage & Culture	£ 14,500
Admin	£ 18,451

Parkhouse Open Spaces    £106,332  
Cricket Pavilion            £ 91,517

Total                            £267,005

The end result will be that the balance on the General Reserve + the General Fund will be £385,256

- (iii) That the remaining balances in the Earmarked Reserves are review annually at budget setting time and where a project has not been started or there has been no progression of the project for which they were earmarked (unless there is a valid reason) the funds then are released back into General Fund. Any that are still valid along with any new bids for earmarking should be approved until used or the end of the next financial year for completion of the project. If the project has been started or there are plans in place to complete the project, the money normally should be left in the reserve
- (iv) That retention of general under-spends by a Committee be capped at 25% of the total non-salary operating expenditure. These balances are held in the General Fund and should be reviewed regularly
- (v) That (i), (ii), (iii) and (iv) above be accepted as BSTC policy and that the balance of General Reserve and General Funds are not allowed to fall below four months of Planned Revenue Expenditure generally, with the exception of the need to utilise these funds in the event of an emergency situation

**FS/25/09**    **Financial Regulations: review of 34.6, 41.1 42.2, 42.3, 42.4, 42.6, 47.1, 47.2**  
The report (attached as an appendix to these minutes) had previously been circulated to all  
cllrs

**Recommended: That, in line with the Internal Auditors advice, the attached changes are recommended for adoption by BSTC**

**FS/26/09**    **'Terms of Reference' FS&GP Committee: review of number 6**  
The report (attached as an appendix to these minutes) had previously been circulated to all  
cllrs

**Recommended: That, in line with the Internal Auditors advice, the attached changes are recommended for adoption by BSTC**

**FS/27/09**    **Public Bodies (Admission to Meetings) Act 1960 S1(2) & S1(6)- To consider passing the following resolution:**  
"That in relation to the following item publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted and the press and public are instructed to withdraw". The following item is confidential and the meeting will proceed 'in committee'

*The following minutes are currently confidential and only available to councillors*

The Chairman closed the meeting at 9.00pm

Signed.....Dated.....