



Seaford Town Council

Finance & General Purposes Committee

Minutes of the meeting of the Finance & General Purposes Committee held at the Council Chamber, 37 Church Street, Seaford, on Thursday 24 October 2013 at 7.00pm

Present:

Councillor B Burfield (Chairman)

Councillor M Brown (Vice Chairman)

Councillors S Adeniji, R Allen, P Franklin, T Goodman, S Gauntlett, A Hayder, R Needham and B Warren.

Mrs S Shippen and Mrs L Clark – Seaford Town Council

2 members of the public.

F&GP 19 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillor I White.

F&GP 20 Minutes

It was **AGREED** that the minutes of the meeting held on 22 August 2013 be **APPROVED** and were signed by the Chairman.

F&GP 21 Public Participation

Letter from Tina Start Seaford Bonfire Society The Town Clerk read out a letter from Tina Start at Seaford Bonfire Society thanking the council for their grant of £1,000 which went towards additional safety and security measures at the bonfire night.

F&GP 22 Finance Report

F&GP 22.1 Receipts, Payments and Bank Reconciliation Reports for July, August and September 2013

Members considered report 90/13.

It was **AGREED** to **APPROVE** the information contained in the report.

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F&GP 22.2 Finance Report – Income & Expenditure 1/4/13-30/9/13

Members considered report 89/13.

It was **AGREED** to **APPROVE** the report.

F&GP 23 Budget Proposals 2014/15

Members considered report 91/13

Cllr S Adeniji Could there be an increase in the Christmas Lighting budget?

Town Clerk Advised to talk to her in further detail after the meeting.

Cllr C Burfield Suggestions for inclusion in the budget:

Long term viability in term of assets - Condition Survey for Assets.

Provision for bad debt write off.

Provision for long term investment/reserves.

It was **AGREED** that any further items for consideration be submitted to the chairman or RFO by the end of November 2013.

F&GP 24 Budget Preparation Schedule

Members considered report 87/13

It was **AGREED** to **APPROVE** the budget framework and timetable.

F&GP 25 Financial Write-Off Policy

Members considered report 93/13

F&GP 25.1 It was **AGREED** to **APPROVE** the delegation of authority to the RFO to write off any income up to £50 where administrative errors or roundings are identified.

F&GP 25.2 It was **AGREED** to **APPROVE** the delegation of authority to the RFO in consultation with the chairman and Vice Chairman of F&GP Committee to write off bad debts of up to £200 where evidence of unsuccessful recovery is demonstrated.

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F&GP 25.3 It was **AGREED** that the required amendments to Financial Regulation 12.4 be made at the next review of Financial Regulations.

F&GP 25.4 It was **PROPOSED** and **AGREED** that the write-off of bad debts of up to £200 is communicated to members by email.

F&GP 26 **Staff Matters Update**

Members considered report 92/13.

F&GP 26.1 It was **AGREED** to **ENDORSE** the appointment of Mrs Lucy Clark as Support Services Manager.

F&GP 26.2 It was **AGREED** to **ENDORSE** the appointment of Miss Georgia Raeburn as PA to the Town Clerk.

F&GP 26.3 It was **AGREED** to **NOTE** the resignations of Mrs Debbie Page-Flory and Mrs Louise Stephens.

F&GP 26.4 It was **AGREED** to **ENDORSE** the actions of the Town Clerk in progressing the filling of the Administration Assistant (Finance and Administration).

F&GP 17 **Training**

Members considered report 88/13.

It was **AGREED** to **ENDORSE** the attendance of members at future events.

The meeting closed at 19.50



19-DEC-2013

Councillor B Burfield (Chairman)