

**Minutes of the Meeting of the Finance and General Purposes Committee held on  
Tuesday 19 November 2019 in the Civic Chamber, Council Offices, Skelmanthorpe**

**PRESENT:** Cllrs M Blanshard, S Hellewell, J Patterson, A Baskeyfield, L Newton, R Gott, P Flinders, R Brook, K Waites & C Naylor

**IN ATTENDANCE:** C Wadsworth, Clerk to the Council

**19/013 Declarations of Interest**

Declarations of interest were received from Cllr Blanshard re: grant application from Denby Dale Bowling Club, and from Cllr Patterson regarding the Environment Trust.

**19/014 Open Session**

A member of the public spoke in support of the grant application from High Flatts & District Heritage & Environmental Group.

**19/015 Apologies for Absence**

Reasons for absence from the meeting were submitted from Cllrs Atkinson, Simpson & Denby. Cllr Turner was absent.

**RESOLVED** that the reasons for absence submitted by the councillor be accepted as valid.

**19/016 Admission of the Public**

**RESOLVED** that there were no items requiring the exclusion of the press and public.

**19/017 Grants (Item Brought Forward)**

Community Grant Applications

- High Flatts & District Heritage & Environmental Group: **RESOLVED** to award a grant of £1280 (subject to receipt of quotes) for disabled access.
- Skelmanthorpe Academy FOTS: **RESOLVED** to award a grant of £1940 for coach provision

Small Grants

- **RESOLVED** as follows:

Denby Cricket Club	Benches for spectators	£500	AWARDED
Skelmanthorpe Junior FC	Inflatable assault course & football darts	£500	AWARDED
Denby Dale & District Men's Shed Assoc.	Replacement machinery	£500	AWARDED
Denby Dale Cricket Club	Rotary Mower	£500	AWARDED

Schools Grants

- Denby Dale First & Nursery School: **RESOLVED** to award a grant of £1000 towards DT activities
- Joseph Norton Academy: **RESOLVED** to award a grant of £815 towards activities/games

ALL GRANTS AWARDED USING THE GENERAL POWER OF COMPETENCE PROVIDED BY THE LOCALISM ACT 2011.

**19/018 Budget Outturn 2019/20**

Budget Outturn – Cllr Brook referred to the budget outturn circulated, noting overspend on the Council Building and clarifying the breakdown of salaries, pension and HMRC payments. The outturn was noted by councillors.

**19/019 Draft Budget 2020-2021 and preliminary precept discussion**

Cllr Brook referred to the previously circulated minutes and Business Plan highlighting that in previous years, many budget lines had been increased by a standard rate of inflation. This year, however, each budget line had been individually scrutinised to provide increased accuracy. The draft budget could be amended once approved by Full Council. Cllr Brook also noted the new budget line for Citizens Advice provision. Following discussion, it was proposed to increase the Environment Trust budget line to £6000 as this line had never been increased, and the Small Grants Scheme to £10,000 (up to £1000 per application) to hopefully increase take-up next year. Cllr Gott noted that this would therefore increase the budget to over £200,000, with the subsequent increase in scrutiny.

**RESOLVED** to recommend a budget of **£206,410** to Full Council at the 3 December meeting.

**Reserves:** Cllr Gott spoke to his revised Reserves Policy, which forms part of the Business Plan, and noted previous resolutions to reduce the amount of reserves to £400k, which were generous but which had taken account of the new building, and any possible devolved services from the district authority. He noted that NALC advised a revenue reserves level of between 3 to 12 months of revenue. He also noted that the external auditors had drawn the council's attention to the level of detail for reserves. The revised policy therefore proposed:

- General reserves level of £200,000
- Unspecified Community Projects (Earmarked) £60,000
- Unforeseen Building Expenses £40,000
- Election Reserves £12,000
- Committed Grants (currently Emley grant) £30,000

Therefore the level of reserves currently proposed would be £342,000

Cllr Gott noted that this was still high, however was more ordered.

**RESOLVED** to recommend the proposed Reserves Policy to the Full Council for adoption as part of the Business Plan, amended to reflect the wording change from capital costs to 'larger qualifying projects'.

**Precept:** Cllr Brook stated that next Finance meeting the council would consider precept options once figures were available regarding the Council Tax Reduction grant and tax base figures from the district authority.

**Asset Register:** The clerk advised the council of advice received from NALC regarding assets, specifically the building and telephone boxes. This was noted and agreed that the asset register be revised accordingly.

**19/020 Appointment of Auditor for March 2020: To appoint Internal Auditor to undertake Internal Audit 2020/2021 (attached)**

**RESOLVED** that Samantha Sutcliffe of Torevell Dent Ltd be retained as the Internal Auditor to undertake the Internal Audit undertaken in March 2020 at a cost of £575 + VAT.

**19/021 Council Building Update**

Cllr Gott advised that a purchase order had been provided to KNH for work on the lighting system. He noted that it would take 2-3 weeks before the equipment was ready to go ahead.

**19/022 Website Accessibility: RESOLVED** to approve the website accessibility policy provided by Global Solutions.

**19/023 Orders for Payment**

**RESOLVED** that orders for payment number 746 totalling £11663.98 be approved for payment

**19/024 Date of next meeting**

The next meeting is scheduled for 14 January 2020

Signed..... CHAIR