

**MINUTES of a MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE of Bourne Town Council held on Tuesday 17 March 2015 at 7.30pm, at the SK Community Point**

(Recorded by Town Clerk)

**Present:**

Chairman	P Knowles		
<b>Councillors</b>	P Fellows	R McKinney	Mrs H Powell
	Ms J Kingman	C Pattison	B Russell
Town Clerk	Mrs N Jacobs		0 member of public

**1715F APOLOGIES**

*Proposed Cllr Ms J Kingman, seconded Cllr R McKinney and unanimously*

**RESOLVED:** To accept the reason for apology for absence from Councillors D Higgs, T Holmes, Mrs B Johnson, D Mapp, Mrs P Moisey, Mrs J Smith and JA Smith

**1716F DECLARATIONS OF INTEREST** - none declared at this point

**1717F DISPENSATIONS** - No written or verbal requests had been received

**1718F INDICATION BY MEMBERS OF THE PUBLIC WISHING TO SPEAK ON AGENDA ITEMS**

There were no members of the public present.

**1719F TO ADOPT THE NOTES OF THE MEETING HELD ON 03.02.15 AS A TRUE RECORD**

*Proposed Cllr P Fellows, seconded Cllr R McKinney and unanimously*

**RESOLVED:** To adopt the Notes as a true record and for the Chairman to sign them as the Minutes of the above mentioned meeting

**Cllr Ms J Kingman** declared a **Pecuniary Interest** on Item 12B/5 –as Chairman of Trustees of the Butterfield Centre

**1720F TO RECEIVE REPORTS BY DISTRICT/COUNTY CLLRS OR REPRESENTATIVES**

*Cllr Mrs H Powell (LCC member) – Town Hall - Terms of Reference - Passed on to the Clerk of BTC; the 5 councillors have now been appointed. Dates for meetings will be set shortly. Input from the public – the committee will decide the format for this.*

*Cllr R McKinney –Toolbar – the organisation is grateful for support from the council.*

**1721F TO ANSWER QUESTIONS FROM COUNCILLORS** - There were no questions

**1722F PERIOD TRIAL BALANCE & BANK RECONCILIATION - 31.01.15** (Month 10)

*Proposed Cllr P Fellows, seconded Cllr C Pattison and unanimously*

**RESOLVED:** To adopt the Trial Balance and Bank Reconciliation – Month 10 - as presented

**1723F PERIOD TRIAL BALANCE & BANK RECONCILIATION - 28.02.15** (Month 11)

*Proposed Cllr Ms J Kingman, seconded Cllr B Russell and unanimously*

**RESOLVED:** To adopt the Trial Balance and Bank Reconciliation – Month 10 - as presented

**1724F INCOME/EXPENDITURE BUDGET REPORT – to 28 February 2015** (Month 11)

*Proposed Cllr Ms J Kingman, seconded Cllr P Fellows and unanimously*

**RESOLVED:** To adopt the Income/Expenditure Report for Month 11 as presented

**1725F ACCOUNTS FOR PAYMENT** The following invoices were presented for approval:

<b>Payee</b>	<b>Item of Expenditure</b> (unless otherwise stated the power to incur the expenditure is the Local Government Act 1972 S 111)	<b>Gross Amount</b>
Month 11	Gross Staff Cost for February 2015 - (LGA 1972 ss 112 & 214 & PHA 1936 s87) (LGPSR 1995)	£8,933.58
ESPO	Inv 1890621 Consumables Admin/Cemetery/Toilets	£ 210.08
ESPO	Inv1887408 Rakes for Cemetery	£ 36.00
ESPO	Inv1891813 Consumable for building maintenance	£ 19.20
SKDC	Inv 93883 Recharge for electricity for Christmas Lights	£ 830.53
Bourne Arts & Community Trust	Inv 4068 Baxter Room Hire at Wake House (re Neighbourhood Plan meeting on 10.2.15)	£ 22.00
Toolbar	Grant under S137 of the LGA 1972	£ 750.00
BT	Telephone.Broadband/Mobile usage February	£ 81.84
Stinkyink/NJ	Ref ST738873166 Toner	£ 50.27
Biffa	Inv32418 Container Exchange Feb.	£ 141.07

Cannon Hygiene	Inv18948904 Medical Waste Service & Duty of Care Compliance	£ 257.00
Scribe	Inv1502/70/1 Annually Cemetery Software Licence	£ 174.00
Viking	Inv161459 Rubber Stamps	£ 49.18
Insight	Inv 2246930 Microsoft Office Professional Plus 2013 Licence x 3	£ 873.94
Travis Perkins	Inv 0458/109 Guttering/brackets for outbuildings at Cemetery	£ 87.28
Travis Perkins	Inv 0458/150 Roofing felt for shelter in extension	£ 58.64
Eon	Electricity at 47 South Rd - Dec 14 - March 15	£ 27.10
Eon	Gas at 47 South Road - Dec 14 - March 15	£ 166.28
Travis Perkins	Inv 0458 Guttering/brackets for outbuildings at Cemetery	£ 87.28
F Barker	Admin Miles (LG Fin. & Prov. Act 1963 s5) re local journeys	£ 10.35
N Jacobs	Admin Miles (LG Fin. & Prov. Act 1963 s5) re local journeys	£ 17.78
I Sismey	Admin Miles (LG Fin. & Prov. Act 1963 s5) re local journeys & attendance at training sessions	£ 72.95
CASH cheque	Cheque Number 006073 <b>£150</b>	£ -
The above invoices have been verified and cheques sent for some of the above		<b>£12,956.35</b>

*Proposed Cllr Ms J Kingman, seconded Cllr B Russell and unanimously*

**RESOLVED:** To **RECOMMEND** approval for payment of above accounts

#### 1726F CORRESPONDENCE (Including Grant /funding Applications)

**A) Correspondence for information only – to be received en bloc** (available for perusal)

a) **Lincolnshire CVS** – *News Bite* Issues January & February 2015

b) **Clerks & Councils Direct – March 2015 – Issue 98**

c) **Community Lincs** - *News Updates* - February 2015

d) **LALC** – Information re Community Advice & Funding on Wednesday 25.3. in Spalding, South Holland Centre 12noon–8pm, free presentations – Workshops 12noon–1.30pm and 6-8pm

e) **LCC** - *Future Shape of Library Services, 3.2.15* - A Brief Guide to the Proposed Model

f) **Bourne & District Blind Club** - *Letter of thanks for generous grant*

g) **Bourne & District Lions Club** - *Letter of thanks for offer to store Santa's Sleigh Trailer at 47 South Road*. The Club also received an offer for storage at a local farm and this has been taken up for the moment, but would be grateful if the club could come back to the Town Council's location if the need arises.

h) **NALC – Head of Policy and Development** - *Confirmation that NO town or parish councils have been made subject to the referendum threshold, which NALC called for in the representations and response to the draft settlement. The ministerial statement by Kris Hopkins MP makes No mention of council tax support funding which NALC will pick up in any statement or response, including ministers and officials.*

i) **SLCC** – *The Clerk Magazine* - March 2015 – Volume 46 No 2

*Proposed Cllr Mrs H Powell, seconded Cllr R McKinney and unanimously*

**RESOLVED:** To receive items (a) through to (i) **en bloc**

#### **B) Correspondence for discussion**

1. **LCC Technical Services Partnership** – *Bourne Generic Tourism Signing – SL001137*

Response to BTC's email re proposed symbols for the generic signs. (copy sent to members)

*The Clerk explained that any decision would be a recommendation to Bourne Town Council.*

Members debated the value of the larger versus the smaller sign with the impact of less symbols and the large difference in cost to the local tax payers. Following some lengthy discussion it was *Proposed Cllr P Knowles, seconded Cllr B Russell and*

**RESOLVED:** To **RECOMMEND** that Option 2 consisting of 4 smaller signs with 3 symbols each at an approximate overall cost of £1800 to be approved

Following the above resolution the meeting considered which 3 symbols should be depicted on these signs. Further discussions ensued taking into consideration the council's initial choices. *Proposed Cllr P Knowles, seconded Cllr Mrs H Powell and unanimously*

**RESOLVED:** To remove the symbol for the Church from the available options and

To **RECOMMEND** that the signs should show the following 3 symbols:

T3 House of historic or architectural interest (this would represent the Red Hall, Baldocks Mill and other listed buildings)

T11 Restaurant (various possibilities in the town)

T160 Swimming pool or indoor water sports centre (Bourne has an indoor pool with leisure centre and an outdoor pool)  
It was also **resolved** that the Clerk should try to obtain further information, especially regarding the non-contribution level by LCC for the larger signs

#### **GRANT FUNDING Applications**

2. **Dig Deep 'N'Tri** – A Junior Triathlon Club aiming to draw in young people from Bourne and the Deepings aged 8-16yrs. The Club will focus on coaching the elements of triathlon (swimming, biking and running) within a safe, supportive and nurturing environment. This Club is a new club being set up and for it to run as an insured Triathlon Club the lead coaches have to be qualified to Level 2 with the National Governing Body. Cost for 2 people to be trained is £1060 and equipment will also be needed. Commitment to date is £1060 for training plus £87.50 for insurance. Estimated overall cost to set the club up is £5000. (copy sent to Cllrs)

*The Chairman reported that the council could use the Power of Competence for this request as it would not meet the criteria under Section 137 which is normally used for grants.*

Some members were feeling uncomfortable to make a grant for a club that was going to be mainly run in the Deepings, as the level of uptake from youths of Bourne was currently unknown. Others concluded that unless start up help was provided the club may never come to fruition and the youth in general including from Bourne could be missing out on such an opportunity.

*Proposed Cllr Ms J Kingman, seconded Cllr C Pattison and unanimously*

**RESOLVED:** To provide a grant of £250 towards the cost of training and once set up hard advertising in Bourne is expected as young people from Bourne must be involved. Confirmation that training had been undertaken should be provided. The Grant to be made from the Earmarked Youth Fund under the General Power of Competence

3. **Bourne Town Bowls Club** - Membership is made up mainly of Senior Citizens on limited income. The Club has only sufficient funds for day to day expenses and nothing in reserve for major expenditure. The Club is looking to buy new jacks and bowls gatherers at a total cost of £297.88 (copy sent to members)

Members were in agreement that this club is a very active local club with a good membership level, hence providing a benefit to the local community. This club had never applied for a grant in the past and despite what appeared to be a healthy bank balance it was considered to be a worthy cause for a grant.

*Proposed Cllr Mrs H Powell, seconded Cllr Ms J Kingman and unanimously*

**RESOLVED:** To provide a grant of £300 under Section 137 of the LGA 1972

4. **Home-Start South West Lincolnshire (HSSWL)** - Homestart is providing a unique service; recruiting and training volunteers to offer families informal, friendly, confidential support and practical help. Home-Start works with parents on a one to one basis in their own home, building supportive relationships and responding directly to the family's individual needs. (copy sent to members)

Members spoke of their knowledge of benefits provided by this organisation and concluded that these services helped families stay together that otherwise may not be able to do so. The high level of expenditure for salaries caused some concern to members but following some further discussion it was

*Proposed Cllr Mrs H Pattison, seconded Cllr B Russell and unanimously*

**RESOLVED:** To provide a grant of £1000 under Section 137 of the LGA 1972

*Cllr Ms J Kingman who had already declared a Pecuniary Interest requested to speak about the following item. She stated the centre provided some very valuable and highly used services to the elderly community such as Meals on Wheels (ca 14-25/day), Home Help etc. Approximately 23 people visit the Centre on a daily basis where they would benefit from activities, help with baths, showers etc. As the centre is full to capacity and the building is rather old and rather expensive to maintain the Trustees are currently looking at another location to better meet the many requirements for such a facility. Cllr Kingman further stated that the centre has 5 full-time employees and that funding previously provided by LCC had been cut.*

**Cllr Ms J Kingman left the meeting due to her Pecuniary Interest declared earlier**

5. **The Butterfield Centre** - Request for a grant to enable the centre to continue to serve the needs of the older and more vulnerable residents of the Parish of Bourne (copy sent to members)  
*Members commented about the high salary expenditure for a small staffing level.*

*Proposed Cllr B Russell, seconded Cllr Mrs H Powell and unanimously*

**RESOLVED:** To provide a grant of £3,500 (same level as previous year) under Section 137 of the LGA 1972

*Cllr Ms J Kingman returned to the meeting*

**6. The organisations listed below have previously sent applications which had been considered by the council, but further information was requested by Bourne Town Council. These items will be considered at the meeting subject to the requested information being received prior to the meeting on 17.3.15**

**a) Bourne2Play** (Lisa Copestake) re Well Head Play Area

**b) Arrive Alive** re grant towards aluminium can recycling bins for aluminium to be used to create helicopter landing pads at children's hospitals.

*Proposed Cllr P Knowles, seconded Cllr R McKinney and unanimously*

**RESOLVED:** To take no further action at this moment in time as further information is still outstanding

**1727F TO REVIEW THE FOLLOWING POLICIES DOCUMENTS AND MAKE RECOMMENDATIONS:**

**a) Record Management Policy** (copy sent to members)

*Proposed Cllr B Russell, seconded Cllr Mrs H Powell and unanimously*

**RESOLVED:** To **RECOMMEND** adoption of the above document

**b) Risk Management Policy** (copy sent to members)

*Proposed Cllr P Knowles, seconded Cllr Ms J Kingman and unanimously*

**RESOLVED:** To **RECOMMEND** adoption of the above document

**c) Bourne Town Council - Risk Assessment** (copy sent to members)

*The Chairman stated that following a HR meeting, to reduce the risks to the council, backups were now being kept off site and this would need to be included.*

*Proposed Cllr B Russell, seconded Cllr Ms J Kingman and unanimously*

**RESOLVED:** To **RECOMMEND** adoption of the above document as amended

**1728F NEIGHBOURHOOD PLAN FOR THE PARISH OF BOURNE - to discuss and make recommendation to Bourne Town Council reference the Council's involvement with such a plan – is the council prepared to financially back such a plan if required and provide paid administrative support?**

*Cllr R McKinney - reported that this scheme was at its very early stage. A council can help to facilitate a Neighbourhood Plan and should be prepared to cover costs. There are grants available. The response from the public has been good.*

*Proposed Cllr P Knowles, seconded Cllr Ms J Kingman and*

**RESOLVED:** To **RECOMMEND** a budget of £2,000 towards the Neighbourhood Plan to cover administration cost subject to appropriate accounts being held

**1729F CEMETERY - to review progress on the council's options appraisal regarding the chapel and other buildings at the cemetery**

*The Clerk – distributed a brief paper which explained some of the work carried out. To date the work included mostly information gathering about available options but not everything had been received yet. The Clerk further stated that once adequate details were known these would be presented to the Chapel Working Party (consisting of chairs of the council and all committees plus the vice-chairman of the Finance Committee).*

*Some members felt strongly that the Chapel should remain with the council.*

*Proposed Cllr P Knowles, seconded Cllr B Russell and unanimously*

**RESOLVED:** To receive the Clerk's report, and for information to be passed on to the Working Party

**1730F TO DISCUSS ANY SUCH INFORMATION WHICH THE CHAIRMAN MAY LEGALLY BRING TO THE COUNCIL'S ATTENTION**

*The Chairman reported about an issue that arose between Cllr P Fellows and the Town Clerk Nelly Jacobs, at the last meeting of F&GP Committee. On the request of the Town Clerk and the Chair of HR he had been asked to mediate between the two parties.*

*Cllr P Fellows provided an explanation and apology for part of the statement that he had made and the words that had offended the Town Clerk.*

*Town Clerk, Nelly Jacobs, thanked Cllr Fellows for his kind words, apology and explanation. She stated that she considered the matter closed and that she would be preparing a document that would address all of the issues raised, for consideration after the elections. She would be consulting Acts, guidelines and LALC and present the document to the Chair of HR before taking it back to a Committee.*

*Cllr R McKinney (Chair of HR) thanked Cllr P Knowles for all of his work and stated that he was delighted that all had been resolved.*

*Due to there being no further business the Chairman declared the meeting closed at 9.04 pm*