

**MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE OF TRING TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, THE MARKET HOUSE, TRING ON MONDAY 4<sup>th</sup> MARCH 2013 AT 7:55p.m.**

**Present:** Councillors: N. Hollinghurst (ex officio) (Chairman)  
J. Allan  
B. Batchelor  
Mrs G Haynes  
Mrs P Hearn  
Mrs R Ransley (ex officio)

**Also present:** Councillors: Mrs D. Rance  
  
Mr M. Curry, Town Clerk  
  
1 member of the public

16748. **APOLOGIES**

Apologies were received from Councillor H Alison

16749. **DECLARATIONS OF INTEREST**

None.

16750. **MINUTES**

The minutes of the meeting held on 4th January 2013 were agreed as a true record and signed by the Chairman.

16751. **MATTERS OF REPORT FROM THE MINUTES**

There were none.

16752. **CHAIRMAN'S COMMUNICATIONS**

There were none.

16753. **PUBLIC PARTICIPATION**

No members of the public were present.

16754. **GRANTS 2013/14 & 2012/13**

(i) An application for grants from Tring Together to cover annual running costs, the Christmas Festival and the associated Christmas Lights competition was considered (an allocation having been made, provisionally, for these items in the 2013/4 budget).

**Resolved:** To award Tring Together the sums requested (£5,000 and £1,000) under the powers granted by sections 137 and 139 of the Local Government Act 1972 as in the opinion of the Council it is in the interests of the area or its inhabitants in a way commensurate with the expenditure.

(ii) The following applications for grants from the 2012/3 budget were considered:

(a) Tring and District Local History and Museum Society for £500 to part fund the design costs of new display boards in the museum

**Resolved:** To award the sum in full under the powers granted by Local Government Act 1972 s.144

(b) Ian Rennie Grove House Hospice Care for £3,215 to purchase security items for their new premises in Tring

**Resolved:** To award the sum in full under the powers granted by sections 137 and 139 of the Local Government Act 1972 as in the opinion of the Council it is in the interests of the area or its inhabitants in a way commensurate with the expenditure.

(c) Tring Together for £325 to part fund a 'Petting Zoo' that is part of the Spring Fayre

**Resolved:** To award the sum in full under the powers granted by sections 137 and 139 of the Local Government Act 1972 as in the opinion of the Council it is in the interests of the area or its inhabitants in a way commensurate with the expenditure.

(d) Tring Bus Users Group for £250 to cover the start-up costs of the organisation

**Resolved:** To award the sum in full under the powers granted by sections 137 and 139 of the Local Government Act 1972 as in the opinion of the Council it is in the interests of the area or its inhabitants in a way commensurate with the expenditure.

Awarding these application meant that the budget for general grants would be exceeded by £1,075.

**Resolved:** That the overspend on the budget for general grants 2012/3 be covered from the reserves

16755. **ACCOUNTS 2012/13**

The Committee considered the report, prepared by the Clerk, circulated prior to the meeting. With the forecast underspend the Committee stressed the need to bring work to account before the end of the financial year where possible.

**Resolved:** To note the Clerk's report on the financial position this year to date

16756. **ANNUAL REVIEW OF THE COUNCIL'S FINANCIAL STANDING ORDEERS**

Following discussion it was

**Resolved:** That the proposed alterations to the Financial Standing Orders circulated with the agenda were accepted and the Financial Standing Orders with these amendments had been reviewed and were fit for purpose

16757. **ANNUAL REVIEW OF THE COUNCIL'S FINANCIAL RISK ASSESSMENT AND HEALTH & SAFETY POLICY**

Following discussion it was

**Resolved:** That the Risk Assessments and Health & Safety Policy circulated with the agenda had been reviewed and were fit for purpose, subject to the following amendments:

(i) Financial Risk Assessment

- a) Loss of Computerised Records: to read "Storage of external hard-drive off-site"
- b) Incorrect entries by Bank/RFO: add "The reconciliation to be signed-off by the Chairman of the Finance and Policy Committee"
- c) Add a new risk category "Loss of Income" with the procedure to address "Include cover for two years loss of rent in the Council's insurance policy" and reassess annually
- d) Add a new risk category "Level of Reserves" with the procedure to address "The Council maintains a policy with regard to the level of reserves and reviews compliance with the policy" and reassess annually

(ii) Health & Safety Policy

- a) The “In case of fire” summary is amended to include a statement about personal safety not being put at risk and the order of the items amended accordingly

As a result of the discussion of the Health & Safety Policy the following action was requested.

**Action:** The Clerk review the currency of the fire assessment, training needs and the currency of Portable Appliance Tests

16758. **ANNUAL REVIEW OF THE WORK OF THE INTERNAL AUDITOR**

**Resolved:** To convene the Audit Working Party to review the work of the internal auditor

16759. **TRING TOWN CRIER 2013**

The Clerk gave a verbal progress report on the production of this year’s Tring Town Crier:

- All internal articles received
- External articles to be completed by 6<sup>th</sup> March
- The Mayor to secure advertisements
- A letter has been sent to the ATC concerning distribution

16760. **TRING TOWN PLAN**

Following a discussion of the financial resources necessary to produce the plan i.e. workshop(s), questionnaire, analysis that fell in 2013/4 – the final printed version would be a 2014/5 item of expenditure.

**Resolved:** That an allocation of £5,000 be made in the 2013/4 budget under section 111 of the Local Government Act 1972 for the production of the Tring Town Plan funded by drawing on general reserves

16761. **EXCLUSION OF PRESS & PUBLIC**

It was **PROPOSED** by Councillor Mrs Ransley, **SECONDED** by Councillor Batchelor and **RESOLVED:** That under Section I of the Public Bodies (admission to Meetings) Act 1960 the public and press be excluded during the Items in Part II of the agenda for this meeting, because it was likely that publicity would prejudice the public interest by reason of the confidential nature of the business or for other special reasons arising from the nature of the business or proceedings.

16762. **ANNUAL COMMUNITY AWARD**

A fresh nomination was made to be considered against previous nominations

The meeting ended at 8:47 p.m.

Chairman