

**MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE OF TRING TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, THE MARKET HOUSE, TRING ON MONDAY 11<sup>th</sup> NOVEMBER 2013 AT 7:30p.m.**

**Present:** Councillors: H Alison (Chairman)  
B. Batchelor  
N. Hollinghurst (ex officio)  
M. Hicks  
Mrs R Ransley (ex officio)

**Also present:** Mr M. Curry, Town Clerk  
  
0 members of the public

**17118. APOLOGIES**

Apologies were received from Councillors Mrs G Haynes (family circumstances) and Mrs P Hearn (prior commitment)

**17119. DECLARATIONS OF INTEREST**

None

**17120. MINUTES**

The minutes of the meeting held on 20<sup>th</sup> May 2013 were agreed as a true record and signed by the Chairman.

**17121. MATTERS OF REPORT FROM THE MINUTES**

16841 Software - both items of software have been purchased, installed and are operational

16842 (i) Provision of Employment Law Services – Council considered a proposal and resolved for the Clerk to research a local supplier with the necessary specialism  
(ii) The fire risk assessments have been completed

16843 Office Equipment – the items have been purchased within budget

**17122. CHAIRMAN'S COMMUNICATIONS**

There were none.

**17123. PUBLIC PARTICIPATION**

There were no members of the public present.

**17124. PRECEPT & BUDGET FOR 2014/15**

The Clerk outlined the implications arising from the provisional tax base figures recently received. The net effect of the change in tax base and the provisional grant for Council Tax Support is a reduction in income of £1,120.67

The six month out-turn forecast indicated, after the exceptional items of expenditure related to Market House refurbishment had been removed, that the financial position was in-line with planned deficit. The Committee recognised this was not a sustainable position in the long-run. The Clerk was asked to present expenditure options and outline the scope to increase non-precept income to the next meeting.

**RESOLVED:** That, at its next meeting, the Committee determines its recommendation to Council on the budget in light of the income and expenditure options presented by the Clerk.

**17125. TRING TOWN CRIER 2014**

The current format of the Town Crier was reviewed. Members considered it appropriate to explore alternative approaches to giving more prominence to satisfying the Council's prime obligations to publicise the precept and promote the Annual Town Meeting than as an annual report.

**RESOLVED:** That the Clerk explore the following options: (i) A web-based edition with a limited number of printed copies (ii) An insert into commercially produced publications

**17126. TOWN WARDEN'S HALF-YEARLY REPORT**

There was general agreement with the points raised in the report with comment on the reduction of street cleaning services provided by Dacorum Borough Council.

**RESOLVED:** To note the Town Warden's report

**17127. INFORMATION OFFICER'S REPORT**

There was a discussion on the level of footfall and the opportunities to supplement the provision of information through the website and social media.

**RESOLVED:** To note the Information Officer's report

**17128. OFFICE PROCEDURES**

Members appreciated the work that had been done to introduce Omega and Moorepay and were pleased with the results achieved. They also welcomed the progress towards preparing written procedures now the systems were in place.

**RESOLVED:** To note the report from the Deputy Clerk

**17129. INTERNAL AUDIT**

The Committee noted the date of the interim inspection (Monday 25<sup>th</sup> November 2013).

The meeting ended at 8:50 p.m.

Chairman