

**MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE OF TRING TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, THE MARKET HOUSE, TRING ON MONDAY 20<sup>th</sup> MAY 2013 AT 7:30p.m.**

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

**Also present:** Mr M. Curry, Town Clerk

0 members of the public

**16833. APOLOGIES**

Apologies were received from Councillor J. Allan (Abroad)

**16834. DECLARATIONS OF INTEREST**

Councillor Ransley declared an interest with respect to item 16754 as a volunteer for the applicant Tring Beavers Swimming Club.

**16835. MINUTES**

The minutes of the meeting held on 4<sup>th</sup> March 2013 were agreed as a true record and signed by the Chairman.

**16836. MATTERS OF REPORT FROM THE MINUTES**

16757 Risk Assessment & Health & Safety

- PAT has been carried out subsequently
- Investigating first aid training needs
- Fire Risk – a quote to undertake FR assessment Market House & Red Cross Hall has been obtained and should be considered with reference to item 16842

16760 Tring Town Plan

- The Tring Town Plan Working Party would report into the Finance and Policy Committee
- There would be reminders sent at the end of May and a week before the event to ensure as full attendance as possible and that representatives come with answers to the core questions

**16837. CHAIRMAN'S COMMUNICATIONS**

There were none.

**16838. PUBLIC PARTICIPATION**

There were no members of the public present.

**16839. GRANTS 2013/14**

(i) An application for a grant from Tring Beavers Swimming Club to cover annual running costs was considered. The requested grant represented a tenth of the annual running costs.

**RESOLVED:** To award Tring Beavers Swimming Club the sum requested (£150) under the powers granted by sections 137 and 139 of the Local Government Act 1972 as

in the opinion of the Council it was in the interests of the area or its inhabitants in a way commensurate with the expenditure

(ii) An application for a grant from the Justice & Peace Group to pay for public and product liability insurance was considered. That a grant had been previously been made was noted

**RESOLVED:** To decline the application for a grant from the Justice & Peace Group on the grounds that commercial trading was not supported.

**16840. END-OF-YEAR ACCOUNTS 2012/13**

(i) A preliminary Profit & Loss statement for 2012/13 was circulated prior to the meeting for information. The key provisional figures whilst the accounts for the financial year are finalised are:

- There was a surplus for the year of £28,754 with £217,540 income and £188,786 expenditure
- Income exceeded budget (£208,651) largely due to Old School Yard income almost approaching £20,000 against a budget of £6,000 through the exception payment of £11,000 in one quarter
- Expenditure was significantly less than budget (£236,450). This was primarily due to salaries (£20,000 less than budget) through over provision for pension payments. Other contributors are F&P Equipment Expenses £5,600, Market House repairs £2,200, Allotments £3,100, Environment £5,650

(ii) Given the predicted under-spend it was agreed to carry-over the balance of specific budget items into the new financial year 2013/14 to cover the anticipated expenditure.

**RESOLVED:** To carry-over the balance of the following budget provisions: F&P Equipment Expenses £5,600 and Market House Repairs

**16841. IMPLEMENTING INTERNAL AUDIT 2011/12 RECOMMENDATIONS**

The Committee considered a report from the Clerk on proposals to implement recommendations made by the Internal Auditor in their final report of 2011/12

**RESOLVED:** (i) To upgrade the Council's accounting package to Omega Financial Director with support and training as proposed  
(ii) To purchase Pear Asset Manager Lite software.

Both purchases being financed from the F&P Equipment Expenses budget

**16842. THE COUNCIL'S RETAINED PROFESSIONAL ADVISORS/CONTRACTORS**

The Committee considered a report from the Clerk on proposals to strengthen the Council's panel of retained professional advisors by sourcing specialists in employment law/human relations and health & safety.

In the ensuing discussion it was agreed that the panel should be extended to include employment law expertise and the Clerk was asked to investigate locally based suppliers. It was also agreed that given the Council's asset portfolio expenditure should be restricted to fire risk assessments of Market House and Red Cross Hall.

**RESOLVED:** (i) That the Clerk present alternative employment law providers to the Finance and Policy Committee  
(ii) To arrange fire risk assessments of Market House and Red Cross Hall subject to the appropriate competitive assessment

**16843. OFFICE EQUIPMENT**

The Committee consider a proposal from the Clerk to purchase the following items of equipment to assist the functioning of the office: (i) camera (ii) photo software (iii) projector, laptop, speakers and screen.

The Committee supported the purchase of item (i) and that the supplied software would cover the needs for (ii). The purchases of item (iii) was approved without the laptop as the capabilities of modern projectors mitigated the need for a laptop

**RESOLVED:** To purchase the following items of office equipment within a budget of £680 ± £100 (The purchases being financed from the F&P Equipment Expenses budget): camera, projector and screen.

The meeting ended at 8:18 p.m.

Chairman