

# Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

Telephone: 01482 665600

Website: [elloughtonbrough-tc.gov.uk](http://elloughtonbrough-tc.gov.uk)



Minutes of the **Finance & Strategic Planning Committee** meeting held on **26 November 2018** in the **Committee Room**.

**Committee Members Present:** Cllr Brogden, Cllr Davis, Cllr K. Galbraith and Cllr T. Galbraith.

**Meeting Clerk:** Tom Clay, Town Clerk

## Minutes

Number	Item
	<b><u>Procedural items</u></b>
<b>A18.21</b>	<b>Apologies</b> No apologies were received.
<b>A18.22</b>	<b>Declarations of interest</b> No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.
<b>A18.23</b>	<b>Minutes of the meeting held on 22 October 2018</b> Cllr T. Galbraith proposed, seconded by Cllr Brogden, that the minutes be accepted as a true and accurate record of the meeting.  <b>RESOLVED: Committee resolved to approve the minutes as a true and accurate record.</b>
	<b><u>Business items</u></b>
<b>A18.24</b>	<b>Updated Draft Town Council Budget 2019-20</b> Cllr T. Galbraith proposed, seconded by Cllr Brogden, proposed that the budget report for 2019-20 be accepted, with some small adjustments to several budget lines and the rectification of typing errors.  It was also proposed that the precept be set at £41.08 (0% increase) for a Band D equivalent property. The Committee's recommendation takes into account the recommendations made by other committees,

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A18.24.1	<p>expected income, expected expenditure, the expenditure in previous years, the level of reserves, and the allowance for contingencies.</p> <p>It was further proposed that the budget report for 2019-20 and the precept recommendation be placed before the December 2018 meeting of Full Council for consideration with a view to approving the budget for 2019-20 at that meeting.</p> <p><b>RESOLVED: Committee resolved to accept the proposal and the Town Clerk was instructed to make minor alterations to the budget report for 2019-20. The Town Clerk was also instructed to place the completed report and the recommendation regarding the precept before the December 2018 meeting of Full Council.</b></p>
A18.25	<p><b>Insurance</b></p> <p>Cllr T. Galbraith proposed, seconded by Cllr Brogden, that the Town Clerk be instructed to contact Zurich and arrange for the following to be put in place:</p> <ul style="list-style-type: none"> <li>i. All Risks (including public liability) cover for 12 pieces of play equipment and 6 pieces of outdoor gym equipment at a total value of £80,716.00. The additional premium for 2018-19 would be £344.04 and approximately £647.29 inclusive of tax per annum.</li> <li>ii. All Risks cover for 53 Street Lights, the total replacement value being £53,000. The additional premium for 2018-19 would be £144.82 and approx. £243.27 inclusive of tax per annum.</li> </ul> <p><b>RESOLVED: Committee resolved to instruct the Town Clerk to contact Zurich and arrange for the cover described in the proposal above.</b></p>
A18.26	<p><b>Grant Policy</b></p> <p>Cllr T. Galbraith proposed, seconded by Cllr Brogden, that the proposed grant policy be adopted and that the following approach be taken in advance of the 2019-20 financial year:</p> <ul style="list-style-type: none"> <li>i. The grant policy, along with a letter and application form, are to be sent out to organisations usually receiving an ‘annual grant’ after the Committee meeting;</li> <li>ii. That no specific grant decisions are made until early 2019 in relation to ‘annual grants’;</li> <li>iii. That the organisations be given a deadline in January 2019 to provide information, and;</li> <li>iv. That Council decide the specific levels of spend at the February 2019 Full Council meeting.</li> </ul> <p><b>RESOLVED: Committee resolved to adopt the grant policy and the Town Clerk was instructed to carry out the actions described in the above proposal.</b></p>

<b>A18.27</b>	<p><b>Bank Mandate</b> Cllr Davis proposed, seconded by Cllr Brogden, that the mandate for the N&amp;SI account held by the Town Council be updated so that the former Town Clerk is removed and the current Town Clerk, Tom Clay, is to be added.</p> <p><b>RESOLVED: Committee resolved to change the mandate as described above and the Town Clerk was instructed to make the necessary arrangements.</b></p>
<b><u>Next meeting</u></b>	
<b>A18.28</b>	<p><b>Items for inclusion on the next meeting agenda</b> Members requested that the following items appear on the next Committee meeting agenda:</p> <ul style="list-style-type: none"> <li>• Insurance</li> <li>• Grants update</li> <li>• Third quarter report</li> </ul>
<b>A18.29</b>	<p><b>Date and time of the next meeting</b> Committee confirmed the date and time of the next meeting as <b>Monday 25 February 2019 at 5pm</b>, in the <b>Committee Room of the Council Offices (60 Welton Road)</b>.</p>

**Meeting started 5.05pm and closed 6:13pm**

Document published on 28 November 2018

**Signed:** .....

**Print Name:** .....

**Print Position:** .....

**Date:** .....

Signature: ..... Date: .....