

# Knutsford Town Council

Town Clerk: Adam Keppel-Green

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## Minutes of the Finance Committee meeting held 3<sup>rd</sup> December 2018 In the Lower Council Chamber of the Town Council Offices

### **F18/062 Present**

Cllrs Gardiner, Coan, Gray, Mrs Gray and Malloy.

In attendance: A Keppel-Green (*Town Clerk*)

### **F18/063 Appointment of Chairman**

In the absence of the Chairman and Deputy Chairman it was **RESOLVED** to appoint Cllr Gardiner as chairman of the meeting.

### **F18/064 To receive apologies for absence**

Apologies were received from Cllrs Dean and Forbes (personal business) and Nicholson (health)

### **F18/065 To note declarations of members' interests**

No member declared an interest in any item under discussion.

### **F18/066 Public Participation**

No members of the public wished to address the committee.

### **F18/067 To receive and confirm the minutes of the meeting held 3<sup>rd</sup> December 2018**

It was **RESOLVED** to confirm the minutes.

### **F18/068<sup>1</sup> To consider the committee's income/expenditure, year to date**

The committee's income and expenditure to date was noted.

### **F18/069 To consider the Council's income/expenditure, year to date**

The council's income and expenditure to date was noted.

### **F18/070 To consider a revised Community Grants Policy**

It was **RESOLVED** to defer this item to the next meeting to enable the Chairman and Deputy Chairman to provide additional information on the proposed changes.

### **F18/071 To consider a revised Investments Policy**

It was **RESOLVED** to approve the addition of the clause permitting use of the CCLA Public Sector Deposit Fund. It was **RESOLVED** to approve the addition of the clause stating the

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<sup>1</sup> Cllr Coan arrived during this item.

officers and members involved in decisions have sufficient capability and skills. It was **RESOLVED** to approve the addition of the clause on non-financial investments, subject to a typographical correction. It was **RESOLVED** to recommend the revised policy for adoption by Full Council.

It was agreed that the committee consider updating Financial Regulations at its next meeting to add:

- a requirement to obtain market valuations of built assets alongside quinquennial condition surveys
- a requirement that the business cases for substantial building works include an assessment of the impact on the value of the asset

**F18/072 To consider the actions log**

It was noted that no actions were outstanding.

**F18/073 Member questions to the Town Clerk**

No questions were raised.

**F18/074 To consider the council's outstanding debtors report and to receive a report on the effectiveness of debt recover processes**

It was **RESOLVED** to amend 5.2 of the Credit Management Policy to state:

the Responsible Financial Officer shall determine the appropriate action to take [in relation to debt recovery] in consultation with the Chairman of the Finance Committee and report the same to the next meeting of the Finance Committee

It was **RESOLVED** to exclude the public and press on the grounds of the sensitive nature of discussions. The Town Clerk provided an update in relation to outstanding debtors. It was **RESOLVED** to readmit the public and press.

**F18/075 To note the date of the next meeting**

The date was noted.