

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE OF TRING TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, THE MARKET HOUSE, HIGH STREET, TRING ON MONDAY 4th NOVEMBER 2019 AT 8:00 p.m.

Present: Councillors: C. Townsend (Chairman)
J. Bowden
P. Elley
P. Hearn
H. Piper
R. Ransley

Also present: Cllr R. Hollinghurst
Cllr B Patterson
Mr M. Curry, Town Clerk
Mrs. D. Slade (Deputy Town Clerk)
0 members of the public

19910. APOLOGIES

All members present.

19911. DECLARATIONS OF INTEREST

None

19912. TO CONFIRM THE MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING HELD ON 10TH JUNE 2019

RESOLVED: To accept the Minutes as presented and for the Chairman to sign them.

19913. MATTERS OF REPORT FROM THE MINUTES

None

19914. CHAIRMAN'S COMMUNICATIONS

The following item(s) of communication had been received:

- The Interim Audit Report – this will be discussed at the next Council meeting

19915. PUBLIC PARTICIPATION

No members of the public present

19916. THE BUDGET & PRECEPT 2020/21

The Clerk presented the baseline budget for 2020/21 (circulated prior to the meeting). The assumptions behind the budget, which included a 2% increase in the precept, were explained. The baseline budget as presented showed a surplus of £10,488.

This was significantly lower than the previous financial year (£26,190) at this point in the process. The reduction is the result of increasing the sinking fund for Market House, a further increase in Old School Yard management costs, salary increases, and a small decrease in Old School Yard income.

In the ensuing discussion, it was agreed:

- Consideration should be given to the following to be included in the budget:
 - The VE Day 75th Celebrations
 - Reprints of the Local Footpath leaflets
 - Benches ('perches') on Pond Close, if not possible this financial year

- An addition to the Nora Grace Hall sinking fund
- An allocation to fulfil the obligations of the Covenant of Mayor's Climate Declaration
- Consideration should be given to the following use of the unspecified reserves
 - For the acquisition of a commercial vehicle
 - To mount a legal challenge to the Single Local Plan if necessary at the public examination
- Consideration should be given to an above inflation increase in the precept to provide for specific needs

The above will be reported to Council at its next meeting

19917. TO CONSIDER DRAFT POLICIES & RISK ASSESSMENTS

- (i) Treasury and Investment Policy
- (ii) Reserves Policy
- (iii) Ear Marked Reserves Protocol
- (iv) CIL Protocol
- (v) Stress Policy
- (v) Risk Assessments for Mowing/Strimming/Vacuuming, Litter Picking, and General Office Work

The above were discussed and modifications made as follows to the:

- Reserves Policy - minor changes for clarity, not substance
- The Ear Marked Reserves Protocol - a paragraph about the purpose of current earmarked reserves was added at the end
- CIL Protocol – to replace references to the Town Plan & Infrastructure Committee to the Building & Assets Committee following the changes made to the Council's committee structure at the Annual Council Meeting
- The Risk Assessments:
 - records for stress management & working at height to the General Office Work assessment were added
 - 'Street Vacuuming' was added to the title to the Mowing/Strimming assessment

The Treasury and Investment Policy was unchanged and the Stress Policy accepted as presented.

RESOLVED: (i) To recommend the above policies to Council for adoption
(ii) To adopt the risk assessments with the agreed changes

19918. TOWN WARDEN'S HALF-YEARLY REPORT

The report was circulated prior to the meeting

RESOLVED: To note the report and to thank the Town Warden & Assistant Town Warden for their work

19919. INFORMATION OFFICER'S REPORT

The report was circulated prior to the meeting

RESOLVED: To note the report and to thank the Information Centre staff for their work

19920. GRANT APPLICATIONS

An application from Keech Hospice Care was considered (details circulated prior to the meeting).

RESOLVED: To decline the grant application from Keech Hospice Care

The meeting ended at 9:07p.m.

Chairman