

MEETING OF: FINANCE AND AUDIT COMMITTEE

DATE: MONDAY 1 MARCH 2010

PRESENT: Chair: Cllr D Barker
Cllrs: B Hopkinson, I Milne, S Flitter, B Tipping, G Stevens

APOLOGIES: None

VARIATION OF ORDER OF BUSINESS: None

DECLARATIONS OF INTEREST: None

PUBLIC SPEAKING: None

ITEMS DISCUSSED:

MINUTES OF THE LAST MEETING

To approve the minutes of the meeting of the Finance and Audit Committee held on Monday 1 February 2010.

The Chair to sign the minutes of the last meeting

Fourth line up on page 1 "legaly" should read "legally"

Ninth line down on page 2 "pay" should read "be"

Resolved: to approve the amended minutes of the meeting of the Finance and Audit Committee held on Monday 1 February 2010

Work in Progress

The Clerk will respond to requests from Councillors for information on work in progress

Need more time for meetings - change to a different day

REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT –

see extract from 'The White Book' and Action Plan

Resolved: the member treasurer looks at procedure and then a meeting to follow to discuss actions.

There was some discussion as to who set the internal audit questions

BUSINESS PLAN – The Projects Working Party suggests that they review the document.

Resolved: that Cllr Flitter to discuss with Community Development Officer and give out letters to full council later on this evening with comments to be made by 8 March 2010

REVIEW OF THE SILKTIDE CONTRACT – Provision of Website hosting

ACTION BY:

DB/SS

Resolved: to carry on the contract for the short term and look at other options in due course e.g. what other parish councils do for their web site.

Resolved: to pay monthly charge of £50 plus vat by Standing Order.

KJ / SS

NEW SOFTWARE FOR ACCOUNTS

Cllr Milne was asked at the last Council meeting to meet with the Clerk and report back. The Committee to evaluate the implications of the proposals received.

Resolved: to accept the quote from Scribe and implement in time for new financial year 1 April 2010

SS

TREATMENT OF RESERVES – discussion as to the way forward
Cllr I Milne

Resolved: to note Cllr Milne's report and flag this item for future meeting in the new financial year in order to incorporate building up the reserves into the budget.

1 June

INVESTMENT OF SURPLUS FUNDS – discussion as to the way forward

Resolved: to leave the money as it is using the Special Interest Account (does attract some interest) to keep the bulk of the precept and then transfer monies as and when needed to the current account

KJ

REVIEW OF THE COMMUNITY GRANT SCHEME – document supplied

Deferred to next meeting

29 March

ACTION PLAN – Review

Document supplied

Deferred to next meeting

29 March

RECOMMENDATIONS TO COUNCIL:

To approve the recommendations as set out above

MEETING OPENED: MEETING CLOSED: 6.56pm

DATE OF NEXT MEETING:

Monday 29 March 2010 at 7pm – 9pm

MEETING OF: PROJECTS WORKING PARTY

DATE: Monday 1 March 2010

PRESENT: Chair: Cllr Steve Flitter
 Cllrs: David Barker, Martin Burfoot, Cate Hopkinson, Geoff
 Stevens
 (substitute for Ursula Lunn)

APOLOGIES: Cllr Ursula Lunn (work commitments)

VARIATION OF ORDER OF BUSINESS: None

DECLARATIONS OF INTEREST: Cllr Steve Flitter declared a personal interest in
 the
 Matlock Partnership report.

PUBLIC SPEAKING: None

ITEMS DISCUSSED:

ACTION BY:

MINUTES OF THE LAST MEETING

To approve the minutes of the meeting of the Projects Working Party held
 on Monday 1 February 2010

The Chair to sign the minutes of the last meeting

Amendments:

Page 1, Ken Parker (Civic Association) should read Keith Postlethwaite
 (DDDC)

Page 3, Cllr Cate Hopkinson left the meeting **and returned.**

Resolved: that the amended minutes be accepted as a true record.

Work in Progress

*The Clerk will respond to requests from Councillors for information on work
 in progress:*

a) **Iconic Views**

*DB is looking for a way forward. There has not been any reply from
 DDDC (Keith Postlethwaite) regarding the trees on Pic Tor and so he
 will follow it up again.*

DB

b) **Roundabout Feature** - A meeting is still to be set up.

SS

c) **Noticeboards**

*~ The manager of Sainsbury's is on leave and will be contacted on his
 return.*

CR

*~ There has been no further action taken on the Matlock Green
 location.*

SS

d) **Ashtons Tree** – A meeting is still to be set up.

SS

e) **Fingerpost Meeting** –

A meeting is still to be set up (JW away at present)

SS

COMMUNITY DEVELOPMENTa) **Governing document (Business Plan) – discussion**

The Council should have a plan for this year. The current plan runs until 2011 and should be reviewed. CR's hours and expertise should be used to benefit the Council.

It was thought that priorities should be identified and used in the following years and it was suggested that they be:

- ~ Environment;
- ~ Community Events;
- ~ Business Support and
- ~ Communications

The Council should be looking towards attaining Quality Council status and to the 'wider picture'.

Resolved:

i) **That CR work on a development plan with a view to everything being in place by the Annual Meeting in May.**

ii) **That SF circulate a paper to all Cllrs asking for their opinion on the proposal and their ideas as to the priorities of the Council.**

CR

SF

b) **Farmers' Market – update**

The Market is progressing well. There continues to be about 12-14 stalls each month.

c) **Bands in the Park – update**

The programme is almost complete but having problems identifying the remainder as all bands appear to be booked. Expanding the search to include wind bands or similar may help.

Ideas for distribution of leaflets:

- ~ Forum Club – Edgefold Road
- ~ Fellowship of Services
- ~ Sheltered Housing
- ~ Doctors Surgeries

DB
(fellowship
distribution)**Resolved:**

i) **that the emphasis should be on acoustic bands, not electronic.**

ii) **Publicity needs to be increased** – explore the possibility of using the Peak Advertiser who will print articles and photographs free of charge when submitted.

CR

d) **Matlock Live – update**

Psycho Bread Concert went very well with about 100 people attending.

CR

e) **Matlock Partnership – update**

The group would be working on their action plan shortly as they had a 'planning' meeting coming up.

Matlock WiFi project: More businesses required to join, however the project progressing well. The new Traders Map includes the WiFi logo and will help publicise the businesses participating in the scheme.

CR

f) **Publicity – Newsletter and Gok’s Fashion Fix**

- ~ The Newsletter is ready to proof read and will be going to print shortly.
- ~ Gok’s Fashion Fix will be coming to Matlock. They hope to be filming in the Spring and are currently looking for a large room to hire in Matlock. The Imperial Rooms is not available on the day that they have chosen.

CR

CR

ADDITIONAL ITEMS:

Journalism student: CH had received an email from a student wishing to participate in a project in the Town as part of his studies. CR was in receipt of the copy email and would provide details if required.

Benchmarking: Figures were now available for Matlock which would help with future funding applications and provide a measure to evaluate the prosperity of the town.

RECOMMENDATIONS TO COUNCIL:

That the Clerk and Community Development officer continue to work with the Projects Working Party on projects identified above.

That the Projects Working Party continue to review the Business Plan (2006-2011) making recommendations to Council once the review is complete.

MEETING OPENED: 9.15am**MEETING CLOSED:** 10.25am**DATE OF NEXT MEETING:**

Monday 12 April 2010 at 9.15 am in the Imperial Rooms

There will be no meeting in May due to Bank Holidays and the Annual Meetings.

AGENDA ITEM 13

TOWN
COUNCIL
VEHICLE

MEETING 15 MARCH 2010

| Vehicle (single cab, 2.5TD, 4X4) | Nearest Commercial Dealer | Servicing whilst under warranty | Purchase cost, From: | Includes VAT | Rental /Month | Notes: |
|----------------------------------------------------------------------------------------|---------------------------------|---------------------------------|----------------------|--------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ford Ranger | G K Ford, Chesterfield | Matlock Ford | £13,900.00 | No | £316.00 (vat?, includes maintenance/annual mileage 10,000/5 year term) | Delivery anticipated in June/early July if ordered promptly. Should be able to increase rental term to cover delay providing vehicle purchase from Ford. Purchase price of existing vehicle being explored. |
| Includes Truckman Top, towbar, bedliner and green paintwork | | | | | | |
| The following do not include Truckman Top, Towbar, bedliner or green paintwork: | | | | | | |
| Nissan Navara | Gordon Lamb, Chesterfield | Gordon Lamb, Chesterfield | £19,104.63 | Yes | On application | |
| Toyota Hilux | Gordon Lamb, Chesterfield | Gordon Lamb, Chesterfield | £17,753.38 | Yes | On application | |
| Mitsubishi Warrior | Chris Variava Mitsubishi, Derby | Chris Variava Mitsubishi, Derby | £13,249.00 | No | £255.00 + vat (does not include maintenance, agreed annual mileage. Based on a 3 year term) | |