

**WELLS CITY COUNCIL
MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER AT WELLS TOWN HALL ON THURSDAY
12th SEPTEMBER 2013 AT 7.00PM**

PRESENT: Cllrs: T Robbins (Chairman); D Anderson (Vice Chairman);
M Brandon; T Butt Philip (the Mayor); G Wilson.

IN ATTENDANCE: Town Clerk: F White; RFO: S Luck.

13/78F APOLOGIES FOR ABSENCE

Cllrs: C Briton (Deputy Mayor); J North; C Price.

13/79F DECLARATIONS OF INTEREST

None.

13/80F MINUTES OF THE MEETING HELD ON 11th July 2013

Minutes of the previous meeting were proposed, seconded, approved and signed.

13/81F MEETING OPEN TO THE PUBLIC

None present.

13/82F FINANCIAL REPORT

To receive the financial reports for July/August 2013. The accounts had been scrutinised and bank statements checked, prior to the meeting.

The accounts for July/August 2013 were proposed, seconded and approved.

13/83F COUNCIL PROCEDURES ANNUAL REVIEWS

To consider draft Financial Regulations and make recommendation to Council. The RFO presented draft financial regulations - amendments to regulation 13 (attached). The Town Clerk reported research and advice taken in preparing the draft.

After discussion the amendments were proposed, seconded and approved.

RECOMMENDED: to adopt amended financial regulations.

13/84F FUNDING APPLICATIONS

i. Wells Rotary Club, for Reindeer Parade (LGA S 145)
Insufficient information submitted.

13/85F COURT ROOM DEVELOPMENT Up-date

The RFO and Town Clerk gave a report on the progress to date and the monitoring process. The bar room is almost complete. Downstairs the floor is laid, the upper walls have been checked and finished. The lower walls and doorway are being concluded following the guidance of the Conservation Officer.

13/86F PROPERTY LEASES

The Town Clerk and RFO reported on the Council's property portfolio and the process of rent reviews and lease renewals; proposals were approved.

13/87F MATTERS OF URGENT REPORT

- i. Cllr Wilson reported that the recommendations from the Reception Services Working Group had been delayed but would be concluded soon.
- ii. The litter bin for the Tor Street lay-by has been repaired and painted ready to be installed.

13/87F DATE OF NEXT MEETING: Thursday 10th October 2013 at 7.00pm

Financial Regulations Draft amendment September 2013

13.0 ORDERING OF GOODS AND SERVICES

- 13.1 The Town Clerk and/or RFO shall have authority to incur expenditure of up to ~~£1,000~~ £3,000 without reference to the Council and up to ~~£1,000~~ £5,000 on existing recurring expenditure such as that necessarily incurred in the running of the Town Hall and Town Clerk's Office. In the event of emergency repairs to corporately owned property being necessary, approval for essential expenditure must be sought from the Mayor and the Chairman of the Finance and General Purposes Committee.
- 13.2 Orders shall not be issued for goods and services unless the cost is covered by an appropriate estimate or other financial provision. Written competitive quotations must be obtained for goods and services estimated to exceed a cost of ~~£2000~~ £3,000 (excluding VAT) unless the Council resolves to the contrary.
- 13.3 Written competitive quotations must be obtained for goods and services estimated to cost between £3,000 and £60,000 (excluding VAT); quotes should be obtained from local businesses where possible. These quotes shall be presented to the relevant body of the Council for approval; personal/business identification details should first be obscured.
- 13.4 Orders must be signed by an authorised officer. The RFO shall be supplied with specimen signatures of officers authorised to sign official orders.
- 13.5 Quotations for goods and services estimated to cost £60,000 (excluding VAT) or more: see Standing Order 30.

RECOMMENDED TO COUNCIL 12.09.13