

**WELLS CITY COUNCIL  
MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBER AT WELLS TOWN HALL ON WEDNESDAY  
13<sup>TH</sup> NOVEMBER 2013 AT 7.00PM**

**PRESENT:** Cllrs: T Robbins (Chairman); D Anderson (Vice Chairman);  
M Brandon; C Briton (Deputy Mayor); T Butt Philip (the Mayor);  
J North; C Price; G Wilson.

**IN ATTENDANCE:** Town Clerk: F White; RFO: S Luck.  
Cllr D Unwin  
1 member of the press  
2 members of the public

**13/99F APOLOGIES FOR ABSENCE**  
None

**13/100F DECLARATIONS OF INTEREST**  
None

**13/101F MINUTES OF THE MEETING HELD ON 10<sup>TH</sup> OCTOBER 2013**  
Minutes of the previous meeting were proposed, seconded, approved and signed.  
Matter Arising: 13/97ii.F correction – Benjamin and Beachamp.

**13/102F MEETING OPEN TO THE PUBLIC**  
i. Cllr Unwin to speak at Budget item: 13/104iv.F.  
ii. Query regarding consultation report on Recreation Ground; answered by  
Cllr North; the report is being checked; the scheduled meeting  
(13/97ii.F) has been postponed.

**13/103F FINANCIAL REPORT** To receive the financial reports for October 2013.  
The accounts had been scrutinised and bank statements checked, prior to the  
meeting.  
The RFO answered questions about the Council's reserves; these were approved.  
The accounts for October 2013 were proposed, seconded and approved.

**13/104F DRAFT BUDGET**  
To consider the draft budget and precept for the financial year 2014-15 and make  
recommendations to council.  
The RFO presented the draft budget; it was examined in detail and questions  
answered. Committee budgets were considered.  
i. It was recommended that the additional Precept Income Grant received  
from the District Council in the current year be used to form a staffing  
costs contingency (long-term sick, maternity, etc)  
ii. Matters relating to Mayoral Stipend and travel were referred to the Civic  
Review.  
iii. It was suggested that the City Centre Management Committee should be  
enabled to be more pro-active in responding to requests in the interests  
of the community e.g. removal of graffiti.  
iv. The Chairman of the Archives and Civic Assets Committee presented some  
projects and costs. It was proposed and seconded that the Archives  
Committee receive the balance from the current year carried over,  
together with an increase to a Budget of £3,000 for 2014-15. This was  
put to the vote and refused.  
It was proposed and seconded that the Archives Committee be permitted to carry  
over any balance from the current year, and receive the same budget, £2,500, for  
2014-15. This was put to the vote and resolved.

- v. It was agreed that costs and provision of public toilets in the City (including Sunday opening) would need to be completely reviewed during the coming year.

The RFO was thanked for attending the meeting while on sick leave and for all his hard work in producing this budget.

The Chairman proposed that the draft Budget be recommended to full Council; this was seconded and unanimously agreed.

**RECOMMENDED**

**To adopt the Budget for the year 2014-15.**

**13/105F DOCUMENTATION OF INTERNAL FINANCIAL CONTROLS**

Documentation was circulated and the Town Clerk reported revised recording arrangements to the committee. The Financial Risk Assessment is under review.

**13/106F COURT ROOM DEVELOPMENT** Up-date.

The current project budget sheet was distributed, for consideration before the next meeting.

**13/107F PROPERTY LEASES** - up-date.

Work is on-going, nothing of substance to report as yet.

**13/108F MATTERS OF URGENT REPORT**

- i. Charges for room lettings – next agenda.
- ii. Name of the new room.
- iii. Fresh-water dispenser for the Council Chamber.

**13/109F DATE OF NEXT MEETING: **Wednesday 11th** December 2013 at 7.00pm**