

NORTHWICH TOWN COUNCIL
MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON
THURSDAY 16th DECEMBER 2021 at 6.00 pm

Members Present : Cllr T Melville
Cllr M McNamee
Cllr G Emmett

Also Present : Chris Shaw – Town Clerk
Liza Clansey – Assistant Town Clerk
Cath Kirwan – Finance Officer

FIN 21/54 **APOLOGIES FOR ABSENCE OR ABSENCE**

Apologies received from Cllr Mr S Naylor, Cllr Ms J Thomas, Cllr Miss C Fox, Cllr L Siddall and Cllr Mrs K Cernik.

FIN 21/55 **DECLARATIONS OF INTEREST**

Cllr Mr G Emmett wished to declare an interest in Freshwater View.

FIN 21/56 **SIGNING OF THE MINUTES**

Minutes of the Finance and General Purposes Committee meeting held on 18th November 2021 and noted at Town Council meeting on Monday 6th December 2021 were approved.

Proposed: Cllr M McNamee, seconded: due to no current councillors being present at previous meeting it was not possible to second the previous minutes.

FIN 21/57 **DETAILED INCOME & EXPENDITURE BY BUDGET**

ATC and FO answered various members questions relating to budget headings.

Telephone – ATC explained the Adept bill was high due a problem with the 2nd line and we had incurred additional cost, but we have had a large amount of this credited which will show on next months figures.

IT Support – TC said some of this was miss posting which needed moving to Internet and Hosting.

Travel/Mayors budget – Mayor isn't using this budget and it will be donated to the Mayor's charity.

Christmas Festivities and Christmas 2021 need to be merged.

Advertising and Marketing – TC spoke to the Mayor regarding this as NTC are looking at using BID Northwich marketing team to manage our website and social media on a 3 month trial.

Stationery/Printing/Copying – we pay per copy for printing.

Playschemes – Income has covered expenditure and NTC are looking at extending future playschemes.

NOW Festival to go ahead in April 2022.

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Date

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Cllr T Melville
Chair

School Advantage Fund – NTC will be gifting £1000 to 6 schools. This has been budgeted for.

Fuel – Raise in fuel costs

Figures approved

Proposed: Cllr T Melville, seconded Cllr G Emmett, all approved

FIN 21/58 BACS DUE FOR PAYMENT

Bacs payments and direct debit figure approved £139,208.95 minus a £24 credit from Rainbow Slush totalling £139,184.95

Proposed by Cllr T Melville, seconded by Cllr M McNamee, all approved

FIN 21/59 BANK PAYMENTS TO BE CHECK BY FINANCE

Members approved evidence for payments from October (September 21 invoices)

GT Security - £4063.80
Cheshire Farm Ice Cream - £213.68

Proposed by Cllr T Melville and seconded by Cllr M McNamee, all approved

Members picked two suppliers from November payments (October invoices), evidence to be brought to finance meeting in January 2022 and chosen by Cllrs. McNamee and Emmett

Defib Store - £1036.80
Peter Douglas - £528.00

FIN 21/60 RBS RIALTA

RBS Rialtas designed and maintain our accounts package for NTC. They are offering a 3-year end loyalty scheme for Councils that are prepared to commit to a three-year term for the year end services. The three-year term gives us preferential year end dates and receiving a 7% discount on the 2022 fee. One year end fee is £600.00.

Proposed by Cllr T Melville and seconded by Cllr M McNamee, all approved

FIN 21/61 MANDATE FOR LOCAL AUTHORITY

We last updated our bank mandate in 2019, although we rarely use cheques this mandate still needs updating as many Finance members are no longer Councillors or have sadly passed away.

Cllr Melville, Cllr McNamee and Cllr Emmett all signed the mandate and suggested we ask other Finance members that were not present if they would also sign the mandate.

Proposed Cllr Melville and seconded by Cllr Emmett, all approved

FIN 21/62 DATE OF NEXT MEETING

Date of the next meeting Thursday 20th January 2022 at 6.00 pm

There being no further business the Chairman declared the meeting closed at 7.15 pm

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Date

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Cllr M McNamee
Chair