



# Wadebridge Town Council

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## Minutes of Finance & General Purposes Committee meeting held on Monday 11 December 2023 at 7pm in the Victoria Room, Wadebridge Town Hall

**Present:** Cllrs; C Boswell-Munday, L Nathan (Vice Chair), J Metcalfe, K Rowe & I Welch.  
**Absent:** Cllrs H Jarvis, T Leach, L Mitchell, P Mitchell & C Viqueira  
**In Attendance:** Anne Minnis (Town Clerk), Julie Raynes (Finance Officer)  
**Public Present:** One Member of the Public.

- Fin 296/23**      **To receive and approve apologies for absence –**
- It was **RESOLVED** to accept apologies from Cllrs H Jarvis & T Leach due to a work commitment.
  - It was **RESOLVED** to accept apologies from Cllrs L Mitchell, P Mitchell & C Viqueira due to family commitment.
- Fin 297/23**      **To receive Declarations of Interest.**
- a) **Pecuniary Interests** - None
  - b) **Non-Registerable Interests** – None
  - c) **Dispensations** – None.
- Fin 298/23**      **Minutes of last meeting** – The Minutes of the meeting held on 10 July 2023 were **RESOLVED** to be a true record.
- Fin 299/23**      **Public Participation** – One member of the public addressed the committee regarding Agenda Item 12.iv.
- Fin 300/23**      **Finance**
- a) **Budget monitoring figures to 30 November 2023**  
The figures were reviewed, and members **RESOLVED** to accept the budget monitoring figures as presented.
  - b) **Bank Reconciliation to 30 November 2023**  
The figures were reviewed, and members **RESOLVED** to accept the bank reconciliation figures as presented.
  - c) **Internal Audit Report - Members** reviewed the Interim Internal report for the year ended 31 March 2024. It was **RESOLVED** to undertake Quarterly Internal Member Control checking and Bank Reconciliations to be reviewed at Full Council in the event of the Finance & General Purposes meeting being cancelled.

Fin 301/23

**Grant Applications –**

- **Wadebridge Festival of Music & Speech** – Members deferred application to the next meeting due to no representative as per:  
**Grant Award Procedure Terms & Conditions:3.5**  
Each grant application received will be considered at the Finance & General Purposes Committee meeting with applicants/a representative required to attend to respond to any questions. The grant applicant will only be considered if a representative is in attendance at the meeting.

Fin 302/23

**Parking Charges Review** – Members reviewed benchmarking exercise information received and considered parking charges increases. It was **RESOLVED** the Clerk would contact CALC with a view for the Parking Enforcement Officer to attend the next meeting. *Amendment 15/10/24: Cllr L. Nathan did not support this resolution.*

Fin 303./23

**Draft Statement of Internal Control 2023/24** – Members reviewed and **RESOLVED** to accept the document as presented.

Fin 304/23

**Draft Investment Policy & Strategy 2023/24** – Members reviewed and **RESOLVED** to accept the document as presented.

Fin 305/23

**Draft Financial Risk Assessment 2023/24** - Members reviewed and **RESOLVED** to accept the document as presented.

Fin 306/23

**Precept 2024/25** – The Clerk presented a draft report explaining various options and advised the full report will be available and discussed at the January 2024 meeting. Last year's report to be issued to all members for review.

Fin 307/23

**Confidential matters:** *It was **RESOLVED** to suspend Standing Order 1.c., so that the Press and Public be excluded from the meeting for the following item of business because of the confidential personnel nature of the business to be transacted - Public Bodies (Admission to Meetings) Act 1960.*

- Allotments** – Members received an update regarding the present position of the Small Claims cases.
- Valuation Report** – Members reviewed the Valuation Report on Town Hall rooms and noted the recommended increase price per room. Members also recommend the cleaning charge be increased from £26 to £30 per room.
- Rugby Club Lease & Rent** – Members recommended the Clerk to instruct the Solicitor to notify the Rugby Club with the intention to increase the rent to the full rental valuation from January 2025 as per Valuation Report 31 October 2018. This is in line with other tenant rental charges and ensures a fair and consistent approach.
- Wadebridge Leisure Centre** – It was **RESOLVED to RECOMEND to Full Council** that financial information was requested from the Leisure Centre before any decision can be made. Decision to be made at the Full Council meeting in January 2024 following receipt of information.
- PHS Contract** – The Clerk advised the members of the cancellation process of the contract. Members **RESOLVED** to pay the sums due to complete.

*It was **RESOLVED** to re-instate Standing Order 1.c.*

- **Full Council** – Wednesday 20 December 2023
- **Finance & General Purposes Committee** – Monday 15 January 2024
- **Full Council** – Wednesday 17 January 2024

Meeting closed at. 8.50 p.m.

Signed as a True and Accurate Account:

Chair: .....  ..... Date: ..... 15/01/24 .....