



ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF
Tel: 01953 456194 - email: enquiries@attleboroughtc.org.uk

GENERAL PURPOSES & FINANCE COMMITTEE

Minutes of the meeting of the General Purposes & Finance Committee Held on Thursday, 30 May 2019 at 9.00 am in the Town Hall

Present:

Cllr T Crouch Cllr E Tyrer Cllr J Ellis
In attendance – Gina Lopes – CEO/Town Clerk to Attleborough Town Council
Anne Willett – CEO's Assistant (minute taker)
1 x public

01.19) Election of Committee Chairman and Vice Chairman

On the motion of Cllr Crouch, seconded by Cllr Tyrer it was **RESOLVED** to elect Cllr Bulmer as the Chairman of the General Purposes and Finance Committee for the municipal year 2019 to 2020.
On the motion of Cllr Ellis, seconded by Cllr Tyrer it was **RESOLVED** to elect Cllr Ellis as the Vice-Chairman of the General Purposes and Finance Committee for the municipal year 2019 to 2020.

02.19 Apologies for absence

Apologies for absence were received and accepted as follows:

Cllr Dale - Holiday
Cllr Bulmer - Holiday

03.19) Declarations of Interest

- a) To receive declarations of interest in agenda items - None
- b) To receive and consider dispensations in relation to Disclosable Pecuniary Interests – None

04.19) Public Participation

RESOLVED to adjourn the meeting to allow the public to speak – none received

05.19) Minutes of the meeting held on 19 December 2018

The minutes of the meeting held on 19 December 2018 were noted.

06.19) 2018/19 Year End Reports

a) Internal Audit: –

The Internal Audit for the year ended 31 March 2019 was completed on the 9 May 2019. It confirmed the accounts were well presented, and there were only a couple of recommendations; the two councillors signing the cheques should also both initial the cheque stub; previously a Councillor checked the accounts regularly but as this

is no longer happening the Regulations have been updated as recommended. The Internal Auditor suggested the payments list is emailed to Councillors on the meeting day and to have a paper copy at the meeting to avoid two lists being issued.

On the motion of Cllr Crouch, seconded by Cllr J Ellis it was

RESOLVED to approve and accept the Internal Audit Report and the recommendations therein for the year ended 31 March 2019.

b) Year End Account Sheets –

On the motion of Cllr Crouch, seconded by Cllr J Ellis it was

RESOLVED to approve and accept the Year End Accounts Reports to 31 March 2019 as presented.

c) Annual Return: -

The Annual Return and Accounts Statement 2018/19 was considered by members prior to presentation and resolution at the next Full Council meeting.

ACTION: CEO/ALL CLLRS

07.19) Leases Update

An update on leases was provided including information from the Council's Solicitor:-
Gaymers Bowls Club lease completed

Pavilion Pre – School Nursery due for rent review

On the motion of Cllr Crouch, seconded by Cllr J Ellis it was

RESOLVED to appoint a professional Valuer to assess and review the pavilion premises and rental value.

Norfolk Citizens Advice' Solicitor has agreed the wording of the document and the signed lease is awaited

Attleborough Town Football Club -

On the motion of Cllr Tyrer, seconded by Cllr Crouch, it was

RESOLVED to obtain comparable prices for rent from other Councils, offer a short term lease in view of long term plans and to only include the building, not surrounding land, in the lease. May need to consider a temporary repair to address the drainage issues.

Scouts Lease –

On the motion of Cllr Tyrer, seconded by Cllr Crouch, it was

RESOLVED the Scouts should be informed they are in breach of their contract (sub-letting) and there will be a review in due course.

Attleborough Football Social Club –

Email received from current tenant informing of new tenant, however, no prior notice or discussion has taken place and advice is being sought from the Council's Solicitor.

On the motion of Cllr Tyrer, seconded by Cllr Crouch, it was

RESOLVED to continue with the Solicitor's advice on options for the building and not to accept the transfer of lease.

ACTION: CEO

Cllr Tryer left the meeting at 9.40am.

08.19) Commercial Motor Insurance Policy for Renewal: - Deferred to next meeting

09.19) 4 Year Business Plan and Schedule of Events: - Deferred to next meeting

Meeting closed at 9.45 am