

RAUNDS TOWN COUNCIL

Minutes 14 April 2015: Start Time: 7pm.

PRESENT

Councillor L Thomas (Town Mayor) (Chair),
Cllr A Boto, Cllr P Ellis, Cllr. N Harvey, Cllr H Howell, Cllr P Williams, Cllr P Wathen.

IN ATTENDANCE

Ms Kate Houlihan, Town Clerk (Minutes)
Mrs Emma Williams, Assistant to the Clerk.
Miss Joanne Coduri, Assistant to the Clerk.

Prior to opening the meeting Cllr Thomas recorded her thanks to Julian Derham for his outstanding contribution to Raunds Town Council during his four years as Town Clerk.

704.14 APOLOGIES FOR ABSENCE

The Council received apologies from Cllr M. Clements, Cllr C Potter, Cllr S Hughes and Cllr D Ellis.

District Councillors Cllr B Northall and Cllr G Greenwood-Smith and County Councillor, Cllr D Hughes also tendered their apologies.

E Hookway Chair Vision for Raunds Group also tendered his apologies.

705.14 NOTIFICATION OF REQUESTS FROM MEMBERS OF THE PUBLIC TO ADDRESS THE MEETING IN COMPLIANCE WITH ADOPTED PROTOCOL.

None received.

706.14 NOTIFICATION OF MEMBERS QUESTIONS IN COMPLIANCE WITH THE COUNCIL'S STANDING ORDERS.

None received.

707.14 DECLARATIONS OF INTEREST

The following Members or officers declared an interest.

| Item No. | Councillor | Nature | Reason |
|----------|---------------|--------|-----------------------------------|
| 721.14 | Cllr P Ellis | Other | Member of Vision for Raunds Group |
| 721.14 | Cllr H Howell | Other | Member of Vision for Raunds Group |

Key: DPI =Disclosable Pecuniary Interest

Other = Other interests

708.14 MINUTES OF THE MEETING DATED 10 MARCH 2015

The Council agreed the minutes as a true record.

RESOLVED that the minutes of the Council Meeting held 10 March 2015 be agreed.

709.14 MINUTES OF THE EXTRAORDINARY MEETING DATED 17 MARCH 2015

Subject to the addition of the following wording in Item 678.14 page 349,

Under policy R7 “Greening the Town members” agreed that item

a) “Tree planting” should read as below:

a) *Tree planting will only be encouraged in appropriate locations and of appropriate species.*

the Council agreed the minutes as a true record.

RESOLVED that the minutes of the Extraordinary Council Meeting held 17 March 2015 be agreed

710.14 COMMITTEE REPORT/MINUTES

The Chair of the Committee presented the minutes (forming the report) of the Environment Leisure and Recreation Committee meeting held on 19 March 2015 which were received, and the resolutions and recommendations duly considered.

In presenting his report Cllr P Wathen noted that the new extension to skate park was receiving widespread recognition for being an excellent facility. Cllr Wathen also highlighted work which was being done to design the BMX trail. A local resident who was the Park Manager/Dirt Manager at Adrenaline Alley was assisting the Council in designing the BMX trail.

RESOLVED that the report be approved and the resolutions Environment Leisure and Recreation Committee meeting held on 19 March 2015 be agreed.

711.14 COMMITTEE REPORT/MINUTES

The Chair of the Committee presented the minutes (forming the report) of the Planning Committee meeting held on 26 March 2015 which were received, and the resolutions and recommendations duly considered.

In presenting his report Cllr Harvey drew member’s attention to the Committees concerns with retrospective planning applications.

RESOLVED that the report be approved and the resolutions and recommendations of the Planning Committee held on the 26 March 2015 be agreed.

712.14 DISTRICT COUNCILLORS REPORT

No reports were presented.

713.14 COUNTY COUNCILLORS REPORT

In the absence of the County representative, there was no report.

714.14 TOWN MAYORS ANNOUNCEMENT

Cllr Thomas presented her report to Council of her official engagements and other civic business. Cllr Thomas summarised her mayoral year and thanked staff and Councillors for their support during her year as Mayor.

Cllr Thomas had raised over £1000 to date for her mayoral charities and would report the fund raising total to the clerk by then of May.

715.14 NEIGHBOURHOOD PLAN

Members had received the updated Raunds Neighbourhood Plan.

The Clerk tabled a supplemental report (Appendix 1) and presented a report on the Neighbourhood Plan (Appendix A2)

Members first considered the amendments to the Neighbourhood Plan as proposed by the Clerk in the supplemental report:

RESOLVED that items a through to f should be amended as proposed.

Members considered Policy R8 Community facilities

RESOLVED that there is a clear distinction was needed between items on the list which were community facilities and those where the council sought to preserve the building due to its character, but did not seek to protect or favour any particular business within the building.

Members considered Policy R12 Public realm

RESOLVED that items c, e and h should be removed from this policy.

Members considered Paragraph 3.9

RESOLVED that paragraph 3.9 should be re-written and that the final wording for the paragraph was delegated to the Clerk in liaison with the Mayor and Deputy Mayor.

The Mayor asked members to consider if there were any other items within the neighbourhood plan which needed amending. Minor amendments were agreed to clarify names of housing developments and employment sites.

It was agreed that Spire Works on Manor Street should be added to the list of locally listed heritage sites.

The policy "Greening the Town" should be amended as previously discussed under item 678.14.

Policy R16 should be amended to reflect the importance of footpath links from Stanwick Lakes through to the Warth Park nature area.

RESOLVED that the amendments detailed above should be made to the Neighbourhood Plan.

Members then considered the report of the Clerk (Appendix 2) and it was RESOLVED:

- a) that the Neighbourhood Plan be approved for public consultation and that the dates for the public consultation are 26 May 2015 to 7 July 2015 inclusive.
- b) that the form of consultation be delegated to the clerk in consultation with the working group.

- c) that the Strategic Environmental Assessment be approved and that East Northamptonshire Council are asked to carry out the statutory consultation on this document.

716.14 TO CONSIDER A REPORT ON OFFICE SYSTEMS

The Clerk presented a report (Appendix 3) and answered members' questions thereon. It was noted that financial regulations normally require 3 quotations, however due to the specialist nature of the services being sought it was not possible to gain three comparative quotes. Financial regulations allow for this.

Following discussion it was RESOLVED

- a) to purchase system B from Rialtus Business Solutions at a total cost of £3470 in year 1
 b) that BKS are used to complete the 2014/15 accounts as in previous years.
 c) that the Policy and Resources Committee review any virement that is necessary between the IT/Office equipment budgets and the Accountancy and Audit budget.

717.14 OUR PLACE SCHEME

Members received details of the Our Place Scheme. The Clerk explained that this funding may be suitable to develop some of the Themes within the Vision for Raunds Action Plan.

RESOLVED that the Clerk would work with the Vision Steering group to prepare a funding bid.

718.14 ACCOUNTS FOR PAYMENT

The Council considered accounts paid out or falling due in the intervening period between the previous March Council meeting and May meeting as shown below:

PAID OUT OF ACCOUNTS UP TO 31 MARCH 2015

| Payee | Invoice Number | Notes | If Combined | Total to Pay |
|-----------------------|--------------------|--|-------------|--------------|
| Bt Payment Service | EM1001 Q110MY | 3095 Phone Charges for the Town Hall | | £370.17 |
| Bt Payment Service | EM1489 Q098R0 | 3573 Phone Charges for the Saxon Hall | | £154.76 |
| Bt Payment Service | WM3631 Q036T8 | 0148 Internet Charges for the Town Hall | | £102.92 |
| Viridor Management | Waste 1168097AB | Refuse & Waste Removal Feb 2015 | | £78.72 |
| Louisa Thomas | | Expenses Claim for Civic Events | | £86.50 |
| E.ON | 0115 7372 5950 | Electricity Charges for Christmas Lights Display 30/11/14 - 06/01/15 (5%VAT) | | £94.27 |
| Southern Electric | 771583818 | Electricity Supply to the Town Hall (Stairs) 31/10/14 - 28/01/2015 | | £417.90 |
| Joanne Coduri | | Expenses Claim Oct 2014 - Mar 2015 | | £8.10 |
| Playsafety Limited | 233963 | BMX Tracks safety and planning guide booklet | | £16.00 |
| Covern Heath Nursery | 42039 | Supply & Plant 1 x tree at De Ferneus Drive | | £177.60 |
| JH May Electrical Ltd | 26094 | Installation of lighting in Saxon Hall | £228.60 | |
| | 26093 | Supply and Installation of Emergency Lighting at Saxon Hall | £599.14 | |
| | 26095 | Supply and Installation of Emergency Lighting at Town Hall | £1,254.88 | |
| | 26096 | Lighting Maintenance Project Part 1 invoice | £7,251.51 | |
| JH May Electrical Ltd | | | | £9,334.13 |

| | | | | |
|-------------------------------|----------------|--|---------|------------------------------|
| CVS | | Staff Wages March 2015 | | |
| | | Net Pay | | |
| | | PAYE | | |
| | | Employer's NI Contribution | | |
| | | Employee's NI Contribution | | |
| | | Payroll Charges | | |
| | | Year End Online Fee | | |
| CVS | | | | £10,106.81 |
| Tony Boto | | Expenses Claim Dec 2014 - Jan 2015 | | £16.65 |
| Louisa Thomas | | Expenses Claim March 2015 | | £74.95 |
| East Northamptonshire Council | dbi0533153 | Grounds Maintenance Contract - February 2015 | | £4,026.60 |
| Show Events | 109 | Santa's Grotto for Christmas 2013 & 2014 | | £190.00 |
| Alpine Cleaning | 18523 | Window Cleaning Internal and External at Saxon Hall March 2015 | | £81.60 |
| Sentry Security | 42064 | Maintenance Contract for Intercom at the Town Hall 01/03/15 - 29/02/2016 | | £495.00 |
| Seagrave Inspection Services | 669 | RPII Training for 5 x staff | | £1,038.00 |
| E.On | 4330 6785 2150 | Electricity Supply to War Memorial 21/12/14 - 21/01/2015 (VAT 5%) | | £6.59 |
| E.On | 4330 675 2150 | Electricity Supply to War Memorial 21/1/15 - 22/02/2015 (VAT 5%) | | £6.80 |
| J H May Electrical | 26115 | Lighting Maintenance at the Town hall Part 2 | | £4,610.70 |
| Bluefish | IB379873 | Office Supplies | | £115.38 |
| East Northamptonshire Council | dbi0533234 | Associated Services Feb 2015 | | £21.19 |
| Michael Maynard | 14148 | Memorial Remedial work in London Road Cemetery | | £195.00 |
| E.ON | 4330 6785 2150 | Electricity Supply to War memorial 22/02/2015 - 21/03/2015 | | £5.74 |
| Raunds Town Council | | Transfer from Nat West Account to Unity Trust Account | | £125,000.00 |
| Rampchild | 42088 | Repairs to Skate Park | | £2,100.00 |
| Stephen J Pell | 26/03/2015 | Works to Saxon hall and Town Hall | | £385.00 |
| J & S Pendred | 9455 | Sign Writing Mayor's Board | | £36.00 |
| Nine Arches Consultancy Ltd | 141520 | Bookkeeping Services February 2015 | £127.50 | |
| | 151602 | Bookkeeping Services March 2015 | £82.50 | |
| Nine Arches Consultancy Ltd | | | | £210.00 |
| | | | | <u>Sub Total</u> £159,563.08 |

PAID OUT OF ACCOUNTS FROM 1 APRIL BUT BEFORE 14 APRIL 2015 MEETING

| Payee | Invoice Number | Notes | If Combined | Total to Pay |
|-------------------------------|----------------|---|-------------|-----------------------------|
| Zurich Munipal | 17142472 | Insurance Cover from 1/04/2015 - 31/03/2016 (£8794.52 + 6% IPT @ £527.68) | | £9,322.20 |
| Anglian Water | 129560371 | Water rates Market Square 20/11/2014 - 13/02/2015 | | £6.46 |
| East Northamptonshire Council | 600647326/26/0 | Business rates Saxon Hall | | £450.00 |
| East Northamptonshire Council | 600567846/26/0 | Business rates Town Hall | | £1,133.00 |
| East Northamptonshire Council | 600568418/26/0 | Business rates Cemetery | | £123.00 |
| East Northamptonshire Council | 600913759/5/0 | Business rates Public Conveniences | | £150.00 |
| Healthmatic Limited | 5825 | Public Convenience Lease 01/04/2015 - 31/03/2016 | | £12,442.63 |
| Purchase Power | BC509910 | Franking Machine Postage March 2015 | | £56.84 |
| | | | | <u>Sub Total</u> £23,684.13 |

ACCOUNTS PAID FOR 14 APRIL 2015 MEETING

| Payee | Invoice Number | Notes | If Combined | Total to Pay |
|-------------------------------|----------------|--|-------------|--------------|
| E.ON | 0118 7676 2970 | Unmetered Electric Supply 4x cameras, 10x Street Lamps 01/01/15 - 31/03/15 | | £90.14 |
| NCALC | 4986 | Membership Subscription year Ending 31/03/2016 | | £2,391.26 |
| ICCM | 4578/2015/16 | Membership Subscription Cemetery & Cremation Management | | £90.00 |
| East Northamptonshire Council | dbi 0534796 | Grounds maintenance contract Mar 2015 | | £5,495.76 |
| ESPO | 1946399 | Janitorial Supplies | | £61.04 |
| East Northamptonshire | dbi0534204 | Printing And Folding News Letters - What's On Guide | | £200.00 |

| | | | |
|-----------------------|------------|--|----------------------------|
| Council | | | |
| East Northamptonshire | | | |
| Council | dbi0534327 | Associated Services Mar 2015 | £21.19 |
| | 17590135 | Additional Premium required (£226.01 + IPT at 5% = £13.56) | £239.57 |
| | | | <u>Sub Total £8,588.96</u> |
| | | | <u>TOTAL £191,836.17</u> |

RESOLVED that the report be approved.

719.14 BANK RECONCILIATION

The Mayor presented the bank reconciliation as at 28 February 2015.

Councillors noted the balances held by the Council:

| RTC Balances as at 28 February 2015 | £ |
|--|-------------------|
| Nat West Business Reserve (1) | 156,409.93 |
| Nat West Business Reserve (2) | 163,372.01 |
| Nat West Current Account | 10,298.06 |
| Unity Trust Bank Current Account | 79,295.66 |
| | |
| Total | 409,375.66 |

RESOLVED that the bank and cash reconciliations for 28 February 2015 are agreed.

720.14. INTERNAL AUDIT

Members received the report of the Internal Audit

RESOLVED that the report be received and noted and that no actions were necessary at this stage.

721.14 VISION FOR RAUNDS.

In the absence of E Hookway Cllr Howell gave a brief report. The public meeting held on 18th March 2015 had gone well, although it was not as well attended as had been hoped. However the meeting had potentially been successful in recruiting a Special Constable for Raunds, which was a key objective.

722.14 PUBLICITY IN THE PRE-ELECTION PERIOD AND CELEBRATING THE 2015 DEMOCRATIC ANNIVERSARIES

RESOLVED that

- a) The information regarding publicity in the pre-election period be received and noted.
- b) The information regarding celebrating the 2015 democratic anniversaries be passed to the new council in May 2015

723.14 TO CONSIDER THE PURCHASE OF A WORLD WAR 2 COMMEMORATIVE FLAG

This item was deferred pending receipt of further information.

724.14 PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION
EN/15/00564/LBC – Create doorway between bedroom one and four and create dressing area and ensuite in bedroom four at Berrister House, Berrister Place, Raunds NN9 6JN

RESOLVED that Raunds Town Council has no objection

EN/15/00501/FUL – Proposed division of four bedroom detached house into two three bedroom houses at 15 Park Road, Raunds, NN9 6JL.

RESOLVED that Raunds Town Council has no objection

There being no further business the meeting concluded at: 8.25pm

Confirmed..... (Town Mayor)

Meeting Date..... 14 May 2015.....

Appendix 1:

Report to: Council 14 April 2015
 Supplemental Neighbourhood Plan

| | |
|---|---|
| Summary: Minor amendment required to the Raunds Neighbourhood Plan as circulated 10/4/2015. | |
| Attachments: None: | |
| 1.0 | <p><u>Overview</u></p> <p>The revised Neighbourhood Plan was circulated to members on 10/4/2015 some minor amendments are required which were circulated to members via email on 13/4/2015 and are detailed below:</p> <ul style="list-style-type: none"> a) Para 1.2: To be updated to clarify boundary changes made as part of the Community Governance Review. b) Para 1.9: This is a repeat of para 1.8 c) Para 1.13: A reference is made to the Cooperative department store which has now closed. (this needs to be reviewed throughout) d) Various: A number of references are made to "Parish Council rather than Town Council (this needs to be reviewed throughout) e) Para 1.14: This paragraph says that Raunds is close to Stanwick Lakes and could be reviewed to clarify that part of Stanwick lakes is within Raunds f) Policy R7: Should refer to St Peter's Churchyard not St George's g) Policy R8: Community Facilities: Paragraph should be clarified to show it is the buildings that the Council wishes to protect and not the businesses within them. h) Policy R12: Public Realm: This section was taken from the Masterplan, Council should review the list and confirm whether or not they wish all the items shown to be included in the neighbourhood plan. |

| | |
|--|--|
| | <p>In addition it is suggested that paragraph 3.9 be revised to read:</p> <p>3.9 The strong response to the Vision for Raunds gave the Town Council confidence that the action plans developed really did represent the views of the Town. The Vision had highlighted a number of strategic issues which it was felt were best addressed by developing a neighbourhood plan.</p> <p>The Raunds Neighbourhood Plan was therefore built on those views already expressed through the Vision for Raunds and supported by work published in the Masterplan and work being undertaken for the Four Towns Plan.</p> <p>As the North Northamptonshire Joint Planning Unit had undertaken considerable work during 2015 to review the North Northamptonshire Joint Core Strategy it was agreed that the Neighbourhood Plan would not consider housing numbers or allocations.</p> |
|--|--|

Appendix 2:

Report to: Council 14 April 2015
Neighbourhood Plan

| | |
|---|--|
| Summary: A report on the Neighbourhood Plan for Raunds. | |
| Attachments: None: The Council's planning consultants intend to have the final version of the plan with the Council offices by Friday 10 April 2015 when copies will be circulated. | |
| 1.0 | <p><u>Overview</u></p> <p>The Neighbourhood Plan for Raunds was born out of the Vision for Raunds consultation process and has been in development for just over a year.</p> <p>The Extraordinary Council meeting held on the 17th March 2015 reviewed the whole of the plan and made a number of changes and considered a range of additional policies for incorporation in the plan.</p> <p>A meeting was held with Kirkwells on Wednesday 25th March 2015 where the minutes from the Meeting of 17 March 2015 were presented and Kirkwells advised on the best way to incorporate each item in the plan. Kirkwells were then tasked with providing an updated plan that reflected these changes.</p> <p>The updated plan will finalised by Kirkwells by Friday 10th April 2015 and circulated to members.(note this version may still need minor additions and appendices)</p> <p>Recommendations The recommendations are that the Council resolves:</p> <ol style="list-style-type: none"> 1) that the Neighbourhood Plan be approved for public consultation and that the dates for the public consultation are 26 May 2015 to 7 July 2015 inclusive. 2) that the form of consultation be delegated to the clerk in consultation with the working group. 3) that the Strategic Environmental Assessment be approved and that East Northamptonshire Council are asked to carry out the statutory consultation on this document. <p>Council should also note that this is a consultation period so that amendments and additions can still be made to the document prior to the final consultation.</p> |
| 2.0 | <p>Recommendations The recommendations are that the Council resolves:</p> <ol style="list-style-type: none"> 1) that the Neighbourhood Plan be approved for public consultation and that the dates for the public consultation are 26 May 2015 to 7 July 2015 inclusive. 2) that the form of consultation be delegated to the clerk in consultation with the working group. |

| | |
|--|---|
| | <p>3) that the Strategic Environmental Assessment be approved and that East Northamptonshire Council are asked to carry out the statutory consultation on this document.</p> <p>Council should also note that this is a consultation period so that amendments and additions can still be made to the document prior to the final consultation.</p> |
|--|---|

Appendix 3:

Report to: Council 14 April 2015
Office Systems Agenda item A2

| | |
|---|---|
| <p>Summary: A review of accounting and office systems for Raunds Town Council.</p> | |
| <p>Attachments: None</p> | |
| 1.0 | <p><u>Reason for review</u> The Responsible Financial Officer should determine the body's accounting system¹ and keep those systems under constant review.² This report forms that review.</p> |
| 2.0 | <p><u>Timing of review</u> If changes are to be made to accounting or bookings systems as a result of this review then these should be implemented for the start of the 2015/16 financial year. Obviously logic would dictate that any changes to a finance system would only be made at the beginning of the financial year.</p> |
| 3.0 | <p><u>Current Software Used</u></p> |
| 3.1 | <p>Bookings The Council office is responsible for maintaining bookings at Saxon Hall and the lettings of office space at The Hall. The office staff use google calendars to maintain the bookings diary, this is accessible by all office staff. There is a "view only" option which is available to staff at Saxon Hall.</p> <p>The advantages of the system are that:</p> <ul style="list-style-type: none"> • The system is easy to use. • The system can be accessed from anywhere with an internet connection. • There is no cost. <p>Invoices for bookings and lettings are then manually raised within the Council's finance system.</p> |
| 3.2 | <p>Finance The Council uses Sage to maintain its accounting records. Some of the work is carried out by the office staff, but an external bookkeeper carries out certain work, including entering receipts, completing bank reconciliations and preparing the quarterly VAT returns. The year- end accounts are prepared by an external accountancy firm.</p> <p>The advantages of the system are that:</p> <ul style="list-style-type: none"> • Sage is widely recognised as a leading software package. • There are no-ongoing maintenance costs. • If required there is a large pool of contractors with knowledge of Sage. |
| 4.0 | <p><u>The review</u> Both systems have worked well for the Council, over the last 4 years neither internal nor external audit have identified any issues with the accounting systems or the Council's procedures and practices.</p> <p>However there are opportunities to improve the systems used and reduce the costs involved.</p> |

¹ Accounts and Audit Regulations 2011

² Governance and Accountability 2014

4.1

Bookings System

The bookings system could be improved if;

- Data could be interrogated.
- Reports could be run to identify usage rates by facility.
- An audit trail of who entered or deleted a booking is maintained.
- An audit trail showing when bookings are invoiced and identifying un-invoiced bookings is kept.
- Any double bookings (if they were to occur) are highlighted and reported.
- booking confirmations / invoices are system generated rather than manually prepared.

4.2

Finance System

The finance could be improved if;

- **The finance system was used for all reporting.**
A stronger audit trail is formed if the finance system is used for all reporting. Currently the majority of reporting is done using excel spreadsheets once data has been extracted from Sage.
- **Receipts being entered more frequently.**
Receipts are only entered monthly therefore it is difficult to build an accurate view of aged debtors directly from the system.
- **The budget to be maintained in the system**
The budget is not currently maintained within Sage so all budget monitoring requires a degree of manual input which is time consuming and introduces the possibility of error.

Potential Cost Savings

4.3

Significant cost savings could be made if the council were to:

- **Reduce the use of external contractors.**
The efficiencies generated by using a bespoke integrated system would negate the need for external contractors. The need for a separation of duties would be maintained through the RFO and assistants to the clerk.
- **Use a bespoke product**
Using a bespoke product that is designed around the accounting requirements of Town and Parish Councils will greatly reduce the time and costs involved in producing the year end accounts as the annual return and other statutory reports are run direct from the system.

4.4

Linking Bookings and Finance

The opportunities for improvement detailed above are further enhanced if an integrated system is used so that the bookings and finance systems are linked.

Conclusion of review

5.0

That the Council would benefit from using bespoke software that linked the bookings and finance systems.

Only 2 such systems operate within the town/parish market and the costs of these are shown below. (the costs of continuing with the current systems shown for comparative purposes)

For comparative purposes the savings are shown over a 4 year period, however these savings would continue to accrued over time

| | Cost of software | Cost of set-up & training yr1 | Use of external book keeper | Cost of producing year end accounts | Total yr 1 cost | Annual Cost (yrs 2,3,4) | Total Cost over 4 years |
|-----------------|------------------|-------------------------------|-----------------------------|-------------------------------------|-----------------|-------------------------|-------------------------|
| Current | 0 | 0 | 1200 | 1500 * | 3700 | 3700 | 14800 |
| System A | 770 | 600 | 0 | 480** | 1910 | 1250 | 5660 |
| System B | 1920 | 980 | 0 | 570*** | 3470 | 1180 | 7010 |

* Accountancy firm BKS produce the year end accounts

** Support in producing the year end is charged at approximately £60 per hour

***Technicians from the software company will come to site close the year, prepare the annual return and set up the budget for the flowing year.

System B offers a highly comprehensive package of training and support and therefore is recommended.

| | |
|-----|---|
| 6.0 | <p>Recommendations</p> <p>The recommendations are that the council makes the following resolutions</p> <p>RESOLUTION to purchase system B at a total cost of £3470 in year 1</p> <p>RESOLUTION that BKS are used to complete the 2014/15 accounts as in previous years.</p> <p>RESOLUTION that the policy and resources committee review any virement that is necessary between the IT/Office equipment budgets and the Accountancy and Audit budget.</p> |
|-----|---|