

**RAUNDS TOWN COUNCIL**

**POLICY AND RESOURCES COMMITTEE**

Minutes: 1 November 2016: Start Time 7.45pm.

**PRESENT**

Cllr R Levell (Chair), Cllr N Beck, Cllr H Howell.

**IN ATTENDANCE**

Ms Kate Houlihan, Town Clerk (Minutes)

**342.16 To Receive Apologies For Absence.**

Apologies were received from Cllr D Hughes and Cllr Tirebuck

**RESOLVED to note the apologies.**

**343.16 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

None received

**344.16 Notification of members questions in compliance with the council's standing orders.**

None received

**345.16 Declarations of Interest.**

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM

None received

**346.16 Minutes:** Confirm the minutes of the Policy and Resources Committee meeting held 6 September 2016.

**RESOLVED that the minutes of the Policy and Resources Committee meeting held on 6 September 2016 be confirmed as a true record**

**347.16 Budget 2017/18:** To consider the Policy and Resources Committee budget for 2017/18

Members considered the proposed budget for the Policy and Resources Committee. The budget was reviewed in detail and the clerk answered member's questions thereon. A number of amendments were made to the proposed budget as shown in appendix 1.

**RESOLVED to recommend to the Finance Committee that the budget for the P&R committee be as displayed in Appendix 1.**

- 348.16 Asset Register Policy:** To consider an Asset Register Policy, this policy covers the financial aspects of asset management.

Members considered the draft asset register policy and amendments were made to the draft policy as shown in appendix 2. It was agreed that it would be useful for the asset register to display the value of each item for the annual return, the insurance value and where appropriate the market value.

**RESOLVED to recommend to the Full Council that the Asset Register Policy be adopted as shown in appendix 2.**

- 349.16 To receive a progress report on P&R projects.**

Members received a project update on P&R projects as shown in Appendix 3 and it was...

**RESOLVED to note the report**

There being no further business the meeting concluded at 8.43pm

Approved: ..... (Town Mayor)

Meeting date: ..... 8 November 2016..... (Council)

Approved: ..... (Chairman)

Meeting date: .....12 January 2016..... (Committee)

### Appendix 1: Budget 2017/18

Cost Centre		Annual Budget	Actual	Budget	Actual Ytd	Proposed Budget	Comments
		2015-16	2015-16	2016/17	as 30/09/2016	2017/18	
4045	Protective Clothing	250	50	250	0	0	Moved
4050	Meeting Costs	200	200	200	122	500	In line with actual costs
4100	Elections	5000	4092	2500	0	2500	Contingency requirement
4105	Mayor's Allowance	1750	1345	1500	450	2000	In line with actual costs
4110	Chain of Office/Mayoral Board	500	93	0	30	1500	for required changes to civic protocols
4115	Mayor's Civic Service	250	427	500	65	500	in line with current expenditure
4125	Professional Fees	1000	3647	1000	903	2500	In line with actual costs
4130	Accountancy & Audit Fees	3600	5012	1310	-447	1800	change of internal audit provider
4135	Health & Safety	1500	1157	1500	1200	500	Contract with Ellis Whittam ends 31/03/16
4150	IT/Office Equip/Upgrades	500	2624	500	135	500	in line with current expenditure
4155	Stationery Supplies	1000	1100	800	253	1000	in line with current

							expenditure
4160	Postage	1400	1320	1000	572	800	in line with current expenditure
4165	Insurance	10000	9840	12000	9527	9500	in line with current expenditure-expected to reduce on renewal
4170	Subscriptions	2600	2497	2600	2607	2700	in line with current expenditure
4175	Printing & Photocopying	1100	1757	1300	1069	1500	in line with current expenditure
4190	CLRs Expenses	1000	249	1000	32	1000	in line with current expenditure
4195	Civic Photograph	500	125	150	0	500	in line with current expenditure
4200	Advertising (Media)	250	352	1000	486	5000	awaiting proposal for PR for council
4205	Newsletter	500	0	1000	645	1500	Annual report and 1 other newsletter per annum
4210	Website	1000	480	2000	1650	500	New website in place license fee only
4220	Flags	150	0	150	70	150	in line with current expenditure
4850	Donations - S137	250	500	250	300	1000	Increased so additional grants can be offered
4855	Remembrance Day - S137	50	50	50	0	50	in line with current expenditure
4225	Raunds Neighbourhood Plan	0	270	500	363	500	Moved
4515	telephone	0	481	0	0	0	
	<b>Admin Expenditure</b>	<b>34350</b>	<b>37668</b>	<b>33060</b>	<b>20032</b>	<b>38000</b>	
1010	S 106 Income	0	98246	0	65000	0	Not budgeted income
1012	Miscellaneous Income	0	495	350	7	350	in line with current income
1030	Photocopying (Income)	150	100	150	77	150	in line with current income
	<b>total income</b>	<b>150</b>	<b>98841</b>	<b>500</b>	<b>65084</b>	<b>500</b>	
<b>120</b>	<b>Offices (The Hall)</b>						
4135	Health & Safety	250	250	250	0	255	Increased in line with inflation
4145	Janitorial Supplies/Cleaning	750	1428	1000	681	1020	Increased in line with inflation
4250	Repairs & Maintenance	10000	17870	1000	433	1020	Increased in line with inflation
4255	Improvements	500	2639	500	0	510	Increased in line with inflation
4260	Vandalism	1000	0	500	0	510	Increased in line with inflation
4270	Electrical Works	0	1836	2000	0	4500	Increased in line with inflation
4275	General Grounds Maintenance	400	70	400	11	408	Increased in line with inflation
4350	Security: General	250	99	250	0	255	Increased in line with inflation
4355	Security: Intercom System	600	495	600	173	612	Increased in line with inflation

4360	Security: CCTV	650	477	650	102	663	Increased in line with inflation
4365	Security: Fire Alarm	750	483	750	428	765	Increased in line with inflation
4370	Security: Burglar Alarms	200	182	200	0	204	Increased in line with inflation
4400	Contract Cleaning	250	200	250	171	255	Increased in line with inflation
4405	Equipment	250	1852	250	212	255	Increased in line with inflation
4410	Notice Boards	500	0	0		200	Move to admin
4500	Utility Bills: Electricity	4000	3352	3500	1475	3570	Increased in line with inflation
4505	Utility Bills: Gas	4000	2248	2500	1217	2550	Increased in line with inflation
4510	Utility Bills: Water Rates	500	615	500	0	510	Increased in line with inflation
4515	Utility Bills: Telephone/Inter	1500	864	1500	610	1530	Increased in line with inflation
4525	Refuse/Waste Disposal	500	169	500	108	510	Increased in line with inflation
4530	Business Rates	11500	11339	13390	2919	5000	Tennants now responsible for own business rates
	<b>Expenditure the Hall</b>	<b>38350</b>	<b>46468</b>	<b>30490</b>	<b>8540</b>	<b>25102</b>	
	<b>Income The Hall</b>						
1050	Rents The Hall	27000	23177	22000	10865	22000	In line with current income
1055	Reimbursement of Cleaning Costs	0	0	0	0	0	In line with current income
1060	Hiring The Hall	100	0	5000	1298	5000	In line with current income
	<b>Income</b>	<b>27100</b>	<b>23177</b>	<b>27000</b>	<b>12163</b>	<b>27000</b>	

## Appendix 2:

### Asset Register Policy

**This is a new policy proposed by the Town Clerk/RFO in line with best practice and feedback from external audits from other councils.**

#### 1 Background

- 1.1 Local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. This includes items of a capital nature where values tend to be high and which have a useful life of more than one year (

#### 2 Scope of asset register

- 2.1 In order to ensure transparency and reasonableness, the following items are **included** in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council
- community assets

- vehicles, plant and machinery
- assets considered to be portable, attractive or of community significance
- all items purchased from ear-marked reserves.

2.2 The values indicated in the asset register will inform the 'total fixed assets' section of the Annual Return with the exception of assets held on trust.

2.3 The following items fall outside the definition for inclusion and are therefore **excluded** from the Council's asset register:

- land and buildings held on short term lease or rented
- land and buildings maintained or serviced, but not owned by the Council
- assets rented by or loaned to the Council
- stock items intended for resale
- stationery and other consumable items
- floor or land surfaces and drainage
- plants and trees
- assets with a purchase or resale value of less than £100 (other than items listed as for inclusion in the asset register)
- repairs
- cash, short term investments and other current assets
- intangible assets (e.g. trademarks, internet domain names, contingent assets, broadcast rights)
- 'negative' assets (e.g. provisions, borrowings, creditors and contingent liabilities)

2.4 A separate section of the asset register will contain a schedule of disposals.

### **3 Valuation of assets for asset register**

3.1 Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils (Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2014, para. 3.69).

3.2 Assets must be valued by one of the following means based on available information:

- ideally, apply the purchase price (including VAT as appropriate).

3.3 Where it is not possible to trace the purchase price of the asset the insurance valuation should be applied. As a last resort, a nominal value of £1 may be applied. This should also be used for assets gifted to the Council.

3.4 There is no guidance where land or buildings have been subject to substantial renovation and improvement to such an extent that the new market value bears no relation to the original purchase cost. In order to avoid renovation and improvement work being separately recorded on the asset register and in these exceptional circumstances only, a market value supplied by a qualified surveyor may be entered.

### **4 Procedure for updating the asset register**

4.1 The start point is the asset register that has been agreed for the end of the previous financial year. The financial ledger should be reviewed for all purchases made during the year. A discussion should be held with all Council officers to identify any assets that have been gifted to the Council. Any new assets which fall in the categories stated at 2.1 above should be added to the asset register, with their values recorded at the purchase price (net of VAT if VAT is being reclaimed) or at £1 if gifted to the Council.

4.2 The financial ledger should also be reviewed for all asset sales made during the year. A discussion should be held with all Council officers to identify any assets that have been lost, disposed of or gifted by the Council. Any assets which fall in the categories stated at 2.1 above should be removed from the asset register and recorded in the schedule of disposals. The asset register should record any assets loaned by the Council, including the person or organisation borrowing the asset, its location and the date when the loan period ends.

4.3 An annual inspection of asset register items should occur to ensure that all asset register items can be physically verified. Any assets which cannot be located should be removed from the asset register and recorded in the schedule of disposals.

4.4 The asset register and schedule of disposals should be reviewed annually by the Finance Committee and then approved by the Council at the same time as the approval of the Annual Return.

4.5 This policy will be reviewed regularly by the Policy and Resources Committee

## 5.0 The Asset Register and Insurance



5.1 The Asset register will be used to inform the insurers of Council assets.




For the purposes of insurance the value to be used is the replacement value of items and not the purchase price as per the asset register.

The Council should ensure land and building are valued accurately for insurance purposes. Buildings should therefore be valued every five years to ensure the appropriate insurance is held.

Adopted October 2016 to be reviewed in October 2019

## Appendix 3: Progress Report

Minute	Resolution	Action/Progress	Complete	Notes
79.15	Asset management plans			Plans to be reviewed at future P&R/ Finance
203.15	Create a register of town Council Land and assess against policy			LPR have been asked to carry out first registrations Assessment of land is on-going
204.15	NALC campaign for public toilets to be exempt from business rates			Letter sent supporting removal of public toilets from business rates regime This is now set out in proposals from govt, but not enacted.
274.15	Review of internal audit processes	Approved by council		Review of internal audit to be considered by Finance Committee Internal auditor to be appointed for 2017-18
275.15	Budget 2016/17 Budget 2017-18	Approved by council		Budget process for 2017-18 to commence
278.15	The use of the town hall as a wedding venue			Additional promotional work required
354.15	Money Handling Policy			Annual review required to be reviewed at September meeting
355.15	Open spaces charging policy			Bench marking exercise with other local sites to be completed.

419.15	Formation of a community interest company			Draft articles prepared Have been chasing LGSS for comments
508.15	Risk Assessment Management			Review of all risk assessments to standardise them.
570.15	Brooke Street Raunds	Assessment to improve the look of Brooke Street		This has been passed to ELR
571.15	Policy and Resources Objectives 2016/17	Approved by council		Also created priorities from other committees by linking objectives to business plan
574.15	Annual Review of Insurance	Completed - savings made by ensuring insured values of building linked to valuations		Note this year is year 3 of 3 so full review of insurance required for 2017-18
648.15	Land from Hoggs Dyke to Meadow Lane	Consultation approved by council		Completed report issued to council
	Preparation of case study on SI 596			Used to lobby T Pursglove MP, Northants CALC, and successfully used in planning responses Further information passed to NALC
710.15	Future High Street Summit	Report on conference attended		
199.16	Internal Control P&R to create a policy on card usage for Council	To be created when new card is in place		
197.16	Culvert the clerk to ascertain whether the culvert ran under Town Council or Highways (Northamptonshire County Council) Land			

Confidential  
Item

<b>Pre-application planning advice required for Land at Heritage Way</b>			<b>awaiting response</b>
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