

COUNCIL OF THE CITY OF RIPON MINUTES OF A MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE

Date: Monday 15th January 2018

Time: 7pm

Location: Council Chamber, Ripon Town Hall

Present: Cllr P Pearson (Vice Chairman)

Cllr P Horton Cllr S Hawke

CIIr M Stanley (in substitution)

CIIr C Powell
CIIr A Williams

CIIr R Willis (in substitution) CIIr P McHardy (ex officio)

Mrs P M Benson (The Clerk) Eight members of the public

01-18	To receive apologies and accept reasons for absence.		
	Apologies were received and accepted from Cllrs Bate, Martin, Morgan and Chambers (Cllrs Stanley and Willis in substitution for Cllrs Martin and Chambers).		
02-18	To request any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise) & to consider any written requests for dispensation.		
	None.		
03-18	Members of the public are invited to question, seek clarification or make representation to members of the Committee on any agenda item as listed below.		
	None raised.		
04-18	To approve the Minutes of the Finance & General Purposes Committee Meetings held on 20 th November 2017 and 4 th December 2017.		
	That the Minutes be approved as a correct record of the proceedings.		
	Proposed – Cllr Williams Seconded – Cllr Hawke		
	RESOLVED by a show of hands with two abstentions.		
05-18	To approve the list of payments and receipts for October, November and December 2017.		
	That the list of payments and receipts be received and approved.		
	Proposed – Cllr Stanley Seconded – Cllr Horton		
	RESOLVED by a unanimous show of hands.		
06-18	To note that the Bank Reconciliation Certificates have been approved by the Chair and Vice Chair of F&GP Committee for the months of October, November and December 2017		
	That this be deferred in the Chairman's absence. Clerk to email the Chairman of the Committee.		
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07-18 To receive the detailed Income and Expenditure by Budget heading for the month of December 2017.

That this be received and approved. That the Clerk receives training on the budgeting module of the software from DCK Accounting Solutions to allow tailored reports to be produced.

Proposed – Cllr Stanley

Seconded - Cllr Hawke

RESOLVED by a unanimous show of hands.

1. To consider the quotations received in respect of the Marketplace noticeboards and agree appropriate action.

That the quotation from PAG Engineers be accepted and that they be engaged.

Proposed – Cllr Williams

Seconded - Cllr Willis

RESOLVED by a unanimous show of hands.

2. To consider approving further spend, if required, on the inside of the noticeboards subject to a maximum amount of £150 per board plus VAT.

That an amount of £750 plus VAT be authorised for items required to refurbish the interior of the noticeboards. That the Clerk, together with Cllr Martin, is authorised to obtain the required number of quotations and proceed with the work without returning this item to the Committee subject to the above level of expenditure.

Proposed – Cllr Williams

Seconded - Cllr Willis

RESOLVED by a unanimous show of hands.

09-18 To consider and approve payment of the following items:

- 1. Clerk's SLCC membership 2018;
- 2. Domain name renewal.

That the payment of items 1. and 2. above be approved.

Proposed - Cllr Stanley

Seconded - Cllr Hawke

RESOLVED by a unanimous show of hands.

To note that the following items were paid by the Clerk in the month of December 2017 under Financial Regulations item 18.1.iv and approve the payments retrospectively.

The second secon	<u> </u>
Guild of Macebearers membership (three	£105
persons)	
Caribbeans	£800
Acoustic Solutions Yorkshire Ltd	£230
	plus VAT
Leander Architectural	£143
	plus VAT
Tig	£50
	plus VAT
H R Tabor	£90
Creation Station	£250
Lily Worth	£50

That the payment of the items detailed in the table above be noted and approved retrospectively.

Proposed – CIIr Williams

Seconded – Cllr Pearson

RESOLVED by a unanimous show of hands.

10-18 To consider the revision of the Financial Regulations.

That the amended Financial Regulations be approved with the following amendment

	18.1.iv) All items previously approved by council to levels recorded in the appropriate resolution.			
	Proposed – Cllr Williams Seconded – Cllr Willis			
	RESOLVED by a unanimous show of hands.			
11-18	To review the Internal Auditor's reports dated December 2017 and January 2017 and to			
	consider any recommendations made together with advice received from the YLCA.			
	It was noted that reference to a condition survey at Hugh Ripley Hall was incorrect as a condition survey was undertaken before the current refurbishment programme commenced. The Clerk advised that the internal audit report was received the day papers were issued for the meeting and that she would address the item raised with the Internal Auditor.			
	That the Internal Auditor be engaged to provide an interim audit to focus on VAT and GDPR in the first instance.			
	Proposed – Cllr Willis Seconded – Cllr Stanley			
	RESOLVED by a unanimous show of hands.			
12-18	To receive an update on VAT and agree appropriate action.			
	That the Clerk's recommendation to write to HMRC on commercial activity be approved. That the Council be VAT registered subject to HMRC's response.			
	Proposed – Cllr Willis Seconded – Cllr Williams			
	RESOLVED by a unanimous show of hands.			
13-18	To consider the request from HBC regarding the VAT position on the provision of caretaking services at Hugh Ripley Hall.			
	That RCC agree to reimburse HBC for an amount up to that which is recoverable by RCC retrospectively.			
	Proposed – Cllr Williams Seconded – Cllr Stanley			
	RESOLVED by a unanimous show of hands.			
14-18	To consider and approve the payment of invoices.			
	That payment of the invoices be approved.			
	Proposed – Cllr Stanley Seconded – Cllr Willis			
	RESOLVED by a unanimous show of hands.			
15-18	To consider the cost of the Clerk's time in lieu.			
	That payment of the cost of the Clerk's time in lieu be approved.			
	Proposed – Cllr Willis Seconded – Cllr Horton			
	RESOLVED by a unanimous show of hands.			

	16-18	To note that the meeting of the F&GP Committee due to be held on 12 th February 2018 will be to review and agree the draft Budget for 2018/19.				
		That this be noted.				
١	With busi	ness concluded the meeting was closed at 8:15	ipm.			
These minutes were recorded and prepared by Paula Benson, Clerk to the Council.						
SIGNED:		:	DATE			
		CHAIRMAN	_			
ACKNOWLEDGED AT FULL COUNCIL MEETING FOR INFORMATION ONLY:						
	SIGNED	:	DATE			

THE RIGHT WORSHIPFUL THE MAYOR