



Finance and Policy Committee Thursday 17 December 2015 at 7pm

Present: Cllrs: C J Harbron (Chairman), R G Heseltine, Mrs. K McIntyre, P H Whitaker, J W Dawson, G Bell, A F Hickman, A Rankine.

Officers: Dave Parker (Chief Officer) and Jill Peacock (Administration and Finance Officer)

Also present: Cllr M Emmerson

1. To accept representations from the Public between 7.00 pm and 7.15 pm.

None.

2. To accept apologies for absence.

None

3. To record declarations of pecuniary and non pecuniary interests items on the agenda.

None. The Chief Officer told Members that no declarations are required for items relating to the budget and precept setting process.

4. To consider the recommendations of the Chief Officer relating to requests for dispensations to Members on items requiring a declaration of pecuniary and non pecuniary interests.

None.

5. To note the minutes from the previous meeting held on 15 October 2015.

It was **RESOLVED** to accept the minutes from the Finance and Policy Committee meeting held on 15 October 2015 as a true and accurate record of what transpired at that meeting.

6. To report information arising from the minutes of items not on the agenda from members and the Chief Officer.

The Chief Officer reported to Members that the lease for the new offices in the Town Hall had been signed. The repairs to the ceiling in the Council Chambers was being chased up with Craven District Council as the problem was getting worse and the carpet under the affected area was being soiled.

7. To note the Council's Revenue Budget position as at 30 November 2015.

Members accepted and **NOTED** the current position of the Council's revenue budget, as at 30 November 2015.

8. To consider the proposed budget for the Administrative Functions of the Council, together with the draft overall budget and precept calculation for 2016-2017.

Members considered each item in the Administrative Functions budget for 2016 – 2017 and **RESOLVED** to recommend to Full Council that the following proposed budgets should be approved.

Rent and Rates	£32,000
Communications	£ 4,000
Cleaning and Office Maintenance	£ 2,000
Office Stationery and Other Consumables	£ 3,250
Insurance	£ 9,000
Postage and Carriage	£ 1,000
Professional Charges and Subscriptions	£13,500
Training and Conferences	£ 2,500
Meeting Costs	£ 100
Bank Charges	£ 1,000
IT	£ 3,500
Mayoral Allowance and Twinning	£ 1,750

Members **RESOLVED** to instruct the Chief Officer to prepare the final draft budget for consideration by Full Council in January including the recommendations from the Public Services Committee and the proposed transfers to and from reserves.

The Committee expressed their thanks to staff for their hard work involved in producing the budgets.

9. To consider two requests for leave in excess of two weeks from members of Council staff.

Members **APPROVED** the two leave applications and **RESOLVED** allow the Chief Officer to use his discretion when future applications are received for leave one or two days in excess of two weeks.

10. To receive notification of matters that Members would like including on a future agenda.

None.

The Committee requested that their thanks and appreciation to staff involved in the Christmas Markets in spite of the atrocious weather conditions be minuted.

The meeting closed at 8.05 pm.