



Finance Sub-Committee

Minutes of a meeting held on Monday 22 June 2015 at 7.30pm, East Northamptonshire House, Thrapston

Present:	Councillors:	David Brackenbury Roger Glithero JP Glenvil Greenwood-Smith Glenn Harwood MBE Richard Lewis Steven North
	Officers:	David Oliver (Chief Executive) Glenn Hammons (Chief Finance Officer) Michelle Drewery (Finance Manager) Katy Everitt (Head of Resources and Organisational Development) Phil Grimley (Head of ICT Services) James McLaughlin (Democratic and Electoral Services Manager)

1.0 APPOINTMENT OF CHAIRMAN FOR THE 2015/16 MUNICIPAL YEAR

RESOLVED:

That Councillor Steven North be appointed Chairman of the Sub-Committee for the 2015/16 Municipal Year.

2.0 APPOINTMENT OF VICE-CHAIRMAN FOR THE 2015/16 MUNICIPAL YEAR

RESOLVED:

That Councillor Richard Lewis be appointed Vice-Chairman of the Sub-Committee for the 2015/16 Municipal Year.

3.0 MINUTES

3.1 The minutes of the meeting of the Finance Sub-Committee held on 9 February 2015 were approved and signed by the Chairman

4.0 APOLOGIES FOR ABSENCE

4.1 Apologies for absence were received from Councillor Val Carter.

5.0 DECLARATIONS OF INTEREST

5.1 The following interests were declared in the Agenda items specified below:

Councillor	Agenda item	Nature of Interest	DPI	Other Interest
Glenvil Greenwood-Smith	Fees and Charges for Reprographic Services	Customer of Reprographic Services		Yes
Roger Glithero JP	Treasury Management Report	Account holder with Banks referred to in report		Yes

6.0 QUESTIONS UNDER PROCEDURE RULE 10.3

6.1 There were no questions submitted under Procedure Rule 10.3.

7.0 EXCLUSION OF PUBLIC AND PRESS

7.1 **RESOLVED:**

That the public and press be excluded from the meeting during consideration of the following item of business because exempt information, as defined under paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972, may be disclosed.

8.0 ASSET MANAGEMENT – SALE OF LAND AND BUILDINGS PROGRESS UPDATE

8.1 The Head of Resources and Organisational Development presented a report providing the Sub-Committee with an update on progress made in relation to the sale of Council owned land and buildings.

RESOLVED:

That the contents of the update report be noted.

(Reason: to note the progress on the sale of assets)

(At the conclusion of this item, members of the public and press were able to be admitted to the meeting for the remaining items of business)

9.0 BUDGET MONITORING DRAFT OUTTURN 2014/15

9.1 The Chief Finance Officer reported revenue and capital expenditure against the approved budget for the financial year 2014/15, highlighting any significant under or overspending against the budget and proposals for use of the underspend on the budget.

RESOLVED:

That the revenue, capital and reserves positions for 2014/15 be noted.

(Reason – information / monitoring report – no decision required)

RESOLVED TO RECOMMEND to the Policy and Resources Committee:

That

- (i) the carry forward requests outlined in Appendix 4 to the report be approved.

(Reason – for formal approval into the capital budget for 2015/16)

- (ii) Use of the 2014/15 underspend set out in Section 7 and Appendix 2 of the report be approved.

(Reason – for formal approval to incur expenditure in 2015/16 and strengthen reserves)

- (iii) The reserves position set out in Appendix 3 to the report be approved.

(Reason – for approval of the strengthened reserves to mitigate some future financial risks)

10.0 TREASURY MANAGEMENT REPORT PERIOD 4 2014/15

- 10.1 The Chief Finance Officer presented a report outlining the Treasury Management position for the fourth quarter of 2014/15.

RESOLVED:

That the Treasury Management performance for quarter 4 2014/15 be noted.

(Reason – in accordance with CIPFA guidance and best practice in Treasury Management)

11.0 CAPITAL PROGRAMME 2015-16

- 11.1 The Finance Manager presented a report setting out proposals to transfer a number of ICT projects from the Development Pool to the Approved Capital Programme, together with revisions proposed to the Disabled Facilities Grants budget arising from the receipt of additional funds from Northamptonshire County Council.

RESOLVED:

That the transfer of the proposed ICT schemes from the Development Pool to the Approved Capital Programme be approved and the changes shown in the revised Capital Programme be noted.

RESOLVED TO RECOMMEND to Council:

That the increase to the Disabled Facilities Grant budget in the Approved Capital Programme as a result of additional funds being received from Northamptonshire County Council be approved.

(Reason - For formal approval of the amendment to the Capital Programme Budget for 2015/16)

12.0 ANTI-MONEY LAUNDERING POLICY

12.1 The Finance Manager reported that the Money Laundering Regulations 2007 and the Proceeds of Crime Act 2002 had broadened the definition of money laundering and increased the range of activities covered by the statutory framework. Whilst ENC, as a Local Authority, did not have a statutory duty to comply with these regulations, it was committed to following best practice and establishing internal procedures to prevent money laundering in all of its dealings and relationships.

12.2 The Sub-Committee considered a draft policy to recommend to the Policy and Resources Committee for adoption.

RESOLVED:

That the Equality Impact Assessment has been considered and noted.

RESOLVED TO RECOMMEND to the Policy and Resources Committee

That the Anti-Money Laundering Policy attached at Appendix 1 to these minutes be approved.

(Reason - to reduce the risk to the Council and its employees of contravening money laundering regulations)

13.0 FEES AND CHARGES FOR REPROGRAPHIC SERVICES

13.1 The Democratic and Electoral Services Manager reported that there was currently no provision within the Fees and Charges schedule to levy a charge for printing work undertaken on behalf of other public sector organisations, community groups or individuals.

13.2 To ensure that the Council recovered its costs when carrying out work for external organisations, an appropriate hourly rate had been calculated and the introduction of a revised charging schedule to incorporate this charge, together with a minimum fixed charge for work carried out, was proposed.

RESOLVED TO RECOMMEND to the Policy and Resources Committee:

That the Committee recommends to the Council:

- (i) that the Fees and Charges for 2015-16 be amended to include the insertion of a fixed fee for the provision of printing services to be levied to all external customers;

- (ii) that the Council sets a minimum fixed fee at £57.18, the equivalent of one hour's cost, and automatically increased annually in line with cost increases incurred in the delivery of printing services.

(Reason – to ensure that the Fees and Charges levied by the council fully recover the costs incurred in the delivery of printing services.)

Chairman