



RYDE

TOWN COUNCIL

FINANCE COMMITTEE

MINUTES OF A MEETING OF THE RYDE TOWN COUNCIL FINANCE COMMITTEE HELD AT 7PM ON TUESDAY 17 OCTOBER 2017 IN THE IN THE COUNCIL MEETING ROOM, COUNCIL OFFICES, 10 LIND STREET, RYDE, ISLE OF WIGHT.

PRESENT: Councillors Tim Wakeley (Chairman), Henry Adams, Adrian Axford, Phil Jordan, Malcolm Ross, Charles Chapman, Jim Moody

IN ATTENDANCE: Gareth Hughes (Responsible Financial Officer), Liz Dutton (Administration Officer), Councillor Diana Conyers

PUBLIC QUESTION TIME: There were no questions from members of the public.

96/17 APOLOGIES

Apologies were received from Cllrs Lucioni and Lyons.

97/17 DECLARATIONS OF INTEREST

Councillor Adams declared an interest in agenda item 13 as he had requested a ward allocation.

98/17 REQUESTS FOR DISPENSATIONS

No written requests had been received.

99/17 MINUTES

RESOLVED:

That the minutes of the meeting held on 21 September 2017 be approved as an accurate record and be signed by the Chairman.

100/17 MEMBERS' QUESTIONS

There were none.

101/17 DIRECT DEBITS

Members noted the current list of direct debits that had been set up on the bank account.

102/17 REPORT FROM THE FOOTPRINT TRUST

Consideration was given to 2nd of the quarterly reports from the Footprint Trust Ryde Warmer Homes Initiative and also for the payment of the invoice for home visits and the provision of energy saving measures. Members noted previous authorisation from Full Council to approve quarterly invoices.

RESOLVED:

That the report be noted and the invoice for Quarter 2 (July- September 2017) be approved.

103/17 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER ON THE EXTERNAL AUDIT OF 2017 ANNUAL RETURN

The Responsible Financial Officer presented his report on the findings of the External Auditor and reported on the matters arising from the audit. The RFO confirmed that an updated Asset Register would be brought to the Committee during the 2018/19 budget process.

RECOMMENDATION TO FULL COUNCIL:

That the report from the Responsible Financial Officer on the External Audit of the 2017 Annual Return and the matters arising from the audit be noted.

104/17 BUDGET MONITOR

Consideration was given to the updated budget monitor which covered the period April to September 2017. The Responsible Financial Officer informed members to the current level of accruals as the figures were not contained in the report.

RESOLVED:

That the report be noted.

105/17 BANK RECONCILIATION

Consideration was given to the bank reconciliation for the first quarter of the financial year - 1 April to 30 June 2017 and confirmed the figures relating to payroll.

RESOLVED:

That the report be noted.

106/17 OVERHAUL OF THE TOWN COUNCIL'S GRANT POLICIES AND PROCESSES

Consideration was given to the report of the Chairman of the Finance Committee who outlined the reasons for the proposed overhaul to the Town Council's Community and Marketing Grants Policies together with the budget and grants application process. The Chairman outlined the current system and how the proposals aimed to improve and streamline the grants process.

Members also considered a number of organisations that may wish to have funding allocated to them on a long term basis without the need for annual applications.

RECOMMENDATION TO FULL COUNCIL:

That as part of the precept and budget setting process for 2018/19

- i) The Council's Community and Marketing Grants processes be amalgamated from 1 April 2018 and that all the associated paperwork for both processes be updated by officers, including the production of one application pack.
- ii) To note that applicants will be able to apply for either or both elements (promotion and core costs) as part of an application.
- iii) That the Finance Committee consider grant applications 3 times a year in September, January and May.
- iv) That the budget allocated to the Community element of the newly amalgamated grants process be increased to £21,000.
- v) That a new budget of £21,000 be allocated to the Marketing element of the newly amalgamated grants process and that the budget currently allocated to Marketing be reduced to £29,000.
- vi) That the budgets allocated to each element of the newly amalgamated grants process be split equally between each round of applications, i.e. £7,000 per element per round and that any awards make clearly state which budget the award will be allocated from.
- vii) That the budgets allocated to each element of the newly amalgamated grants process be split equally between each round of applications, i.e. £7,000 per element per round and that any awards make clearly state which budget the award will be allocated from.

viii) That the following organisations be recommended to have funding allocated on a long term basis without the need for annual re applications.

- New Carnival Company (IW Mardi Gras)
- Ryde Carnival Association (Ryde Carnival Week)
- Classic Car Extravaganza
- Ryde Arts Festival
- Harp On Wight

107/17PROCUREMENT PROCESS FOR THE RYDE TOWN MAP AND EVENTS POSTER

Members considered the report that set out details for contracts for the design and printing of the Ryde Town Map and the Ryde Events Poster and were informed that the contract had ended with the production of the 2017 events poster and town map. Members were informed that in order to continue the service it would be necessary to commence a procurement process. Details were given of the value of the contracts and financial implications.

RECOMMENDATION TO FULL COUNCIL:

- (i) That existing specification for the Town Map and Events Poster be retained, subject to agreeing to the purchase of the intellectual property rights of the front cover design from the current contractor, and commence a procurement process in accordance with the Councils approved contract standing orders to enable new contract arrangements to be put in place to enable the continuance of this service.
- (ii) That the Town Map and Events Poster be tendered as one, but with the ability to award either as a whole or individually whatever is deemed best value for the Council.
- (iii) That the contract be awarded for a period of 4 years with a potential maximum one-year extension to be agreed by the Council, to maximise contractor interest in the service, enable economy of scale to be achieved and give best value to the Council.
- (iv) That Full Council gives delegated authority to the Finance Committee to award the contract following successful completion of the procurement process. (This is in accordance with Clause 2.8.4 of the Council's Contract Standing Orders).
- (v) That following the award of any contract(s), the Clerk to the Council liaises with the Marketing Working Party to agree any design changes that are required during the course of the contract period to either the Town Map or Events Poster, and that any significant financial implications are reported and agreed by the Finance Committee prior to any changes being implemented.

- (vi) That an amended specification for the Town Map and Events Poster to include the provision of digital versions of both for use on, and enable access through web and other digitally based platforms. Consultation on the amended specification to be made with members of the Marketing Working Party in liaison with the Clerk to the Council with any subsequent changes made in consultation with the Chair of Finance.

108/17 WARD ALLOCATIONS

Consideration was given to Councillor Adams request for a ward allocation to be made to Aspire for the provision of children’s play equipment and to the Isle of Wight Bus Museum to encourage junior membership.

RESOLVED:

That the following ward allocations be granted:

Aspire	£125
Isle of Wight Bus Museum	£125

109/17 COMPLETION REPORTS

The Committee noted the completion reports for Isle of Wight Bus and Coach Museum, Classic Car Extravaganza, Foal Arts, Isle of Wight Pride and VIVA - Valuing Individuals, that had been received following an award of a grant.

110/17 DATE OF NEXT MEETING

The next meeting of the Finance Committee would be held on Wednesday 22 November 2017.

CHAIRMAN

DATE