

5 To Consider Dog Waste Bins in Estimates Committee [b/f 28.9.11]

It was resolved to consider this item in Estimates Committee – see Item 6 below

6 Estimates Committee [Circ]

a) To Consider Revised Estimates 2011//2012

Town Council considered and approved the revised estimates 2011/2012 as circulated.

b) To Consider Burial Fees/Allotment Fees/Town Council Hire Fees [P2]

Town Council considered fees for 2012/2013 in detail:

- i) It was resolved to approve burial fees for 2012/2013 as circulated subject to deletion of fees for burials under 16s**
- ii) It was resolved to approve allotment fees for 2012/2013 as circulated with no increase for 2013/2014**
- ii) It was resolved to approve Town Council hire fees for 2012/2013 as circulated**

c) To Consider DRAFT ESTIMATES 2012/2013

Cllrs A Easson and R J Higginson declared an interest in 1004/44 Caldicot Youth Group

Town Council considered the draft estimates 2012/13 in detail and amended as follows:

Ref: P4	1002/14	Courses, Seminars, Conferences	£1,000
	1002/21	Councillors Expenses	£ 500
	1002/34	Staff Training/SLCC Membership	£ 500
	1002		£24,018
P5	1004/29	Town Events/Carnival ... <i>add</i> /Fireworks	
P6	1008/5	Town Twinning	£3,000
	1008/22	Bus shelter maintenance	£ 500 *
	1008		£29,120

** The Clerk advised Town Council that no invoice had been received to date from Mon CC in relation to the cleaning of bus shelters*

Ref: P8	Total Expenditure 2012/2013	- £202,076 to £197,576
P3	Total Income 2012/2013	- £ 22,120
	Total Net Balance	- £179,956 to £175,456

It was resolved to approve the draft estimates 2012/2013 as circulated subject to the above amendments.

d) To Consider Reserves Position [P10]

Town Council considered the projected reserves position.

It was resolved

- i) to deduct £14,000 from reserves to reduce the precept on the Council Tax payers of Caldicot – [£175,456 - £14,000 = £161,456]**
- ii) to set aside £20,000 for Health & Safety recommendations and works – see Item 3**

7 To Fix the Precept for Submission to Mon CC for 2012/2013

Town Council resolved to fix the Precept for submission to Mon CC for 2012/2013 in the sum of £161,456 [One hundred and sixty-one thousand, four hundred and fifty-six pounds]

8 To Consider Re-investment of Town Council Bond [Matures Jan 2012]

Town Council resolved to re-invest Town Council Bond £100,000 for six months.

9 To Approve and Sign Annual Return for the year ended 31.3.11 following completion of External Audit [Circ]

Town Council considered the opinion of Audit received from Mazars and resolved to approve the Annual Return for year ended 31.3.11 which was duly signed by the Mayor.

10 To Consider Financial Regulations [Circ]

Town Council made no changes to its Financial Regulations as circulated.

11 To Consider Review of Grant Policy in accordance with Internal Audit Recommendation 5.1 July 2011 – [Circ]

“The Section 137 (Grants) Policy should be reviewed to clarify the process for the benefit of applicants, Councillors and staff. Any variations in the application process due to the type of organisations or size of grant requested should be clearly set out in the revised Policy which should then be formally adopted by Council”

Town Council considered the recommendation of internal audit and made changes to its existing grant application policy as follows:

Para 1 – *Re-write* – Caldicot Town Council, subject to certain provisions, may make donations to, or underwrite organisations, from its Section 137 budget.

Paras 2,3,4 – *Re-write* – **Town Council’s limited funds for Section 137 donations are for benefits to activities which are in the interest of and benefit to as many people as possible within Caldicot.**

Para 5 – *delete* “application form” - *insert* – “Town Council Section 137 Application Form”

Para 12 – *delete* “Donations below £100 are not subject to this policy” – *insert*”
“All applicants must complete the form fully, however, donations below £100 or branches of national organisations or umbrella bodies are not subject to this policy”

The Clerk advised that, although organisations were sending in a receipt for donation, receipts for individual items were not forthcoming. Reference was also made to the return of accounts following acceptance of applications.

It was resolved to adopt Town Council Grant Application Policy with the above changes.

12 RESOLVED - Exclusion of Press and Public – By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:

a) To Consider Quotation for Internal Audit 2011/2012 [Circ]

Town Council resolved to accept quotation for internal audit from Mon CC for year end March 2012 at a cost of £1,377 + VAT.

Town Council wished it be recorded that any additional work necessary (only to be carried out with the prior agreement of the Town Clerk or Chairman) eg requests for audit advice or investigation will be carried out at an hourly rate of £41.35 per hour + VAT.

Town Council commended the Clerk and Admin Assistant on their efforts in preparing the Estimates.

The meeting closed at 6.40 pm