

**MINUTES OF THE ADMINISTRATION, FINANCE & DEVELOPMENT COMMITTEE
MEETING HELD ON 28 MARCH 2017
AT THE COUNCIL OFFICES, COMMENCING AT 7.00PM.**

Present Councillors B Howes (Chairman), N Ackerley,
 R Coleman, D Jones, M Perks, B Poulter, & B
 Zilberts
 Town Clerk – Mr A Ellis
Also in attendance 1 Member of the Public

1 APOLOGIES FOR ABSENCE

Apologies received from Cllr T Hirons & P Toye

2 DECLARATIONS OF INTEREST

No declarations were declared at this stage

**3 DISPENSATION REQUESTS ON MATTERS IN WHICH MEMBERS HAVE A
PECUNIARY INTEREST**

None were received

4 CURRENT INCOME AND EXPENDITURE TO DATE

Members noted the report

5 TOWN COUNCIL INVESTMENTS

It was **RECOMMENDED** not to proceed with the attitude to risk questionnaire

6 VISUAL DISPLAY SIGN

Clerk to bring ideas and prices to the next meeting

7. UTILITY BILL COMPARISON PROJECT

Clerk to check if the grant fund is still available

8. THE LUTTERWORTH APP PROJECT

Members agreed that the whole social media provision of the Council needs to be looked at and it is **RECOMMENDED** to form a Social Media work party to examine the social media aspect of the Council and report their findings and recommendations.

9. **CEMETERY OPENING EVENT**

RECOMMENDED to allocate £500 towards the event. Council to agree on preferred date of either the 19th or the 26th May 2017

10. **ACCOUNTS PACKAGE REPOPRTING INFORMATION**

Members agreed that the nominal codes and cost centre codes need to be renumbered. It was **RECOMMENDED** to use Rialtas Business software to carry out the task ready for the new financial year at a cost of no more than £150.

11. **CLEANING SHOW**

The Clerk report that the show was very informative and a supplier has provided a quote for a bespoke watering system which would save costs by bring in the bus shelter cleaning contract in house. Clerk to obtain a second quote for consideration by the council.

12. **REDUCTION OF MOTOR MILAGE ALLOWANCE**

RECOMMENDBU that as from 1st April 2017 the mileage allowance for travel is set in accordance with the HMRC mileage allowance.

13. **HEALTH AND SAFETY REVIEW**

The Clerks report was noted

14. **PRIORITISATION OF TASKS**

Members went through part of the resolution list and made amendments which would be annotated to the document for consideration by full council. The remainder of the resolution list will be looked at in future meetings. In regard to the Town Infrastructure it was **RECOMMENDED** that a Town Infrastructure work party be formed.

Meeting closed at 9.00pm.

Signed.....

Dated.....