

## ADMINISTRATION, FINANCE &amp; DEVELOPMENT COMMITTEE

**CLERK'S REPORT**

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
3. **DISPENSATION REQUESTS ON MATTERS IN WHICH MEMBERS HAVE A PECUNIARY INTEREST**
4. **CURRENT INCOME AND EXPENDITURE TO DATE**

Members are asked to note the current income and expenditure report. Please note that accruals for the year end have not yet been applied. Ursula and I are going over the nominal ledger to make sure that expenditure has been allocated to the correct budget in preparation of the year end.

**5. Town Council Investments**

James Ryan Thornhill the Independent financial adviser, has requested the Council fill out an "attitude to risk" risk profile form to gain from the Council its attitude when investing sums of money. Once this has been filled in and returned he will make recommendations to the Council on how to invest both the lump sum from William Davis and the town councils reserves. It must be noted that the Council will be at risk in April when 50% of the precept is paid from HDC and the lump sum of some £290,000 from William Davis is paid into the Councils Bank Account on completion of the new play area off Bill Crane Way.

It is therefore strongly recommended that the Council place these sums in the Public Sector Deposit Fund whilst financial advice is gained. No independent financial advice is needed to place funds into the Public Sector Deposit Fund.

**6. Visual Display Sign**

The current "Lutterworth" visual sign was purchased in September 2010 and it is beyond economical repair. Recommended that this sign is removed and disposed of and a virtual notice board is priced up to replace the outside notice board.

**7. Utility Bill Comparison Project**

A project for next financial year would be to provide a utility bill comparison day to local residents. The idea is that residents would bring in copies of the gas and electric bill and volunteers would be able to look at comparison websites to see if there are any savings to be made either by moving provider or by changing tariff with their current provider. A grant could be made to the County Council Shire Grant to cover all costs. Residents would be given a "goodie" bag with helpful products and tips on how to keep warm. If we don't get the grant then the project should be shelved for another time.

## **8. The Lutterworth App Project**

Another proposed project for next year is the Lutterworth App. I have attached the proposal with costs which are £597 for the first year and £348 per annum after that. These proposals have been budgeted for.

## **9. Cemetery Opening Event - Costs**

It is recommended that £500 is allocated from the cemetery construction budget for the official opening due to be held early May 2017. This will cover invites, food and drink etc.

## **10. ACCOUNTS PACKAGE REPORTING INFORMATION**

As brought forward from the last meeting, Cllr N Ackerley would like to change the layout of the current report. This is possible however each nominal code would need to be renumbered and with there being over 12 years. Rialtas Business Software the package providers can carry out this task at year end ready for the new financial year. This will be at a cost of between £75 and £150 depending on how much work is involved. .

## **11. PRIORITISATION OF TASKS**

Currently there are a lot of outstanding tasks as attached. This plus the normal day to day running of the office can cause stress. Cllr N Ackerley would like to discuss the priorities.

## **12. CLEANING SHOW**

I attended the Cleaning show at the excel centre with Mark. We both found it very useful and found two companies who can build a bespoke watering system that will not only water the floral displays but will clean bus shelters and road signs and also add an ionising system to clean windows. One Quote from a recommended supplier has been received and after meeting the other company I would have doubts they could supply the same quality of equipment. I have attached the quote obtained which is recommended to be accepted and will be paid for from the savings made to the summer bedding of £3,000 plus the remaining funds out of the vehicle replacement reserve.

## **13. REDUCTION OF MILEAGE ALLOWANCE**

Currently the Council pays 65p per mile. The government tax free allowance is set at 45p per mile which means that 20p is taxable and a p11d form needs to be completed which is unnecessary and takes up considerable admin time. It is recommended that as from 1st April 2017 the mileage allowance is set at 45p per mile in accordance with HMRC mileage allowance.

**13. HEALTH & SAFETY REVIEW**

Priority two H&S Issues have been addressed. A display screen assessment had been carried out and a keyboard and mouse replace for the admin and finance officer as they keys had worn out.

PPE (Personal Protective Equipment) clothing needs to be replaced for the grounds staff and for the new cleaners.