

**MINUTES OF THE ADMINISTRATION, FINANCE & DEVELOPMENT COMMITTEE  
MEETING HELD ON 27 JUNE 2017  
AT THE COUNCIL OFFICES, COMMENCING AT 7.00PM.**

Present                                      Councillors N Ackerley, T Hirons, D Jones, B Poulter,  
and P Toye  
Town Clerk – Mr A Ellis

**1        ELECTION OF CHAIRMAN**

**RESOLVED** that Cllr N Ackerley is elected a chairman of the Administration, Finance and Development Committee for the 2017/18 municipal year

**2.       APOLOGIES FOR ABSENCE**

Apologies received from Cllr R Coleman, B Howes & B Zilberts

**3        DECLARATIONS OF INTEREST**

No declarations were declared at this stage

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

None were received

**5        CURRENT INCOME AND EXPENDITURE TO DATE**

Members noted the report and were pleased with the new layout.

**6        TOWN COUNCIL INVESTMENTS**

It was **RECOMMENDED** that a mandate be defined by full council in particular the council's attitude to risk.

**7        VISUAL DISPLAY SIGN**

- a.        It was **RECOMMENDED** to remove the current LED Sign and to obtain quotes for a like for like replacement
  
- b.        It was **RECOMMENDED** that the Clerk obtain quotes to replace the outside notice board to include crest, lighting and be lockable

**8. S106 FUNDS AVAILABILITY**

It was **RECOMMENDED** to pursue the items as per the clerks report in that

**Community Facilities Grant - £216,136.42 Available**

2 x Gazebo's for events  
Cemetery Shelter

**Allotments - £18,146.28 available**

To be used for capital expenditure towards the new allotments

**Cemeteries - £54,082.17 available**

Memorial Columbarium  
Cemetery Store

**Parks and Gardens - £19,066.76 available**

Replace memorial garden floor lights with LED lighting

**9. NAS DRIVE**

Item 9 and item 10 were taken together

Its was **RECOMMENDED** to obtain quotes from IT Specialists to fully document the Councils IT system in particular data storage, backup and security and that the report should also report on the office PC's

**10. EMAILS / OFFICE PCS**

As per item 9 above

**11. CHEQUE SIGNING**

It was RECOMMENDED that appropriate documentation should accompany any cheque presented to councillors for signing

**12. WATER BOWSER**

It was **RECOMMENDED** that a 450ltr skid mounted watering unit be purchased from Griggs Direct at a cost of £3,136.62 which includes delivery and commissioning.

*Cllr Hirons left the meeting(8:45pm)*

**13. 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.

Meeting closed at 8.56pm.

Signed.....

Dated.....