

**Minutes of the Finance & General Purposes Committee**  
**held on Monday 17 September 2018 at 6.30pm**

**Present:** Cllr Bowden, Cllr de Renzy-Martin, Cllr Irven, Cllr Murphy (Chair), Cllr Nuttall, Cllr Westcott, and Cllr Whetlor

**In attendance:** Sarah Reed, Town Clerk

**18/25C To receive Apologies for Absence (LGA 1972, section 85 (1):** None received

**18/26C To receive Declarations of Interest:** None at this point.

**18/27C Financial Matters:**

- (i) **Once per quarter, the Chair of the Committee shall be appointed to verify bank reconciliations for all accounts produced by the RFO, the contents to be noted by this Committee, as per regulation 2.2 – Noted**
- (ii) **All payments above £500.00 and below £5000.00 are itemised and reported to this Committee, as per regulation 4.1 - Noted and signed off by the Chair of the Committee (attached).**
- (iii) **Cheques issued for payment outside of Full Council Meetings, shall be reported to this Committee, as per regulation 6.6 - Noted and signed off by the Chair of the Committee (attached).**
- (iv) **To approve a staff member to attend a ‘Cemetery Compliance’ course run by the SLCC – Cllr Whetlor proposed that ‘*permission is granted for the Cemetery Administrator to attend the course at a cost of £165.00*’. Seconded by Cllr Nuttall. Carried**

**18/28C Cemetery:**

- (i) **Replacement of a broken memorial bench –** The Clerk reported that a letter had been sent to the resident requesting that the broken bench is removed as it posed a hazard to the public and did not comply with the Council’s Cemetery Regulations. The resident agreed to remove it immediately, and may contact the Council at a later date for permission to install a new bench.
- (ii) **Enquiry from a Memorial Mason to install a non-regulation headstone – request withdrawn**
- (iii) **Enquiry from a memorial mason to install a small stone addition for further inscriptions on a memorial that currently complies with the Cemetery regulations – (attached)- a brief discussion ensued where Cllr Westcott proposed that ‘*the Committee agree in principle to the request subject to liaison with the Cemetery Administrator with regard to materials to ensure uniformity with existing memorial*’. Seconded by Cllr Irven. Carried with 5 votes for, 1 vote against and 1 abstention.**

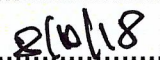
**18/29C Quarterly Budget Monitoring:**

- (i) **To note the Committee budget spend for April to June together with Running Costs and Projects- the Clerk presented the attached financial breakdown of which the Committee noted.**

**18/30C Matters for the next meeting - Liaise with the Clerk**

Meeting closed at 6.50pm

Signed:  .....

Dated:  .....