#### MORLEY TOWN COUNCIL

####

#### MINUTES OF FINANCE, GENERAL PURPOSES & STRATEGIC COMMITTEE MEETING

#### HELD ‘REMOTELY’ ON WEDNESDAY, 24TH MARCH 2021

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1. **To record attendance**

Present: Cllrs R Finnigan (Chairman), A Hutchison, M Storey, S Kimberley, W Kidger and

T Leadley. K Oakley, Town Clerk, also attended.

1. **To receive apologies for absence given in advance of the meeting**

There were no apologies.

1. **To consider the approval of reasons given for absence**

None to be considered.

1. Declarations of Disclosable Pecuniary and Other Interests

Cllrs R Finnigan, A Hutchison and W Kidger declared an ‘other’ interest in any relevant items as they are LCC Ward Members.

1. **To approve Minutes of Meeting dated 27/1/2021 (copy attached)**

The Minutes of the Meeting held on 27/1/2021 were agreed as a true and correct record.

1. **To approve Financial Reports for January and February 2021 and Payments and Receipts Registers for January and February 2021 (copies attached) with copy bank statements showing month-end balances**

The Financial Reports for January and February 2021 and the Payments and Receipts Registers for January and February 2021 were approved. The month-end balances shown in copy bank statements, were noted.

1. **To receive verbal update on ‘Town Deal’**

A verbal update was given on progress.

1. **To consider continuation of provision of Enforcement Officer in 2021/22**

Following a discussion, it was agreed to continue the provision of an Enforcement Officer in 2021/22. As currently, paying a 50% share; Gildersome and Drighlington Parish Councils to meet the other 50%.

1. **To consider project funding of £5,000 to Woodkirk Valley FC to purchase new goal posts for 5 pitches at Woodkirk Academy**

Following a discussion, it was proposed and agreed to award £5,000 project funding to Woodkirk Valley Sports Club for the purchase of goal posts. Expenditure to be taken from a/c code ‘4210 – Special Projects’.

1. **To consider information contained in letter dated 24/2/21 from J Clough, Parks & Countryside, LCC, regarding ‘Allotments Within the Morley Town Council Area’. In addition, to agree, if possible, that LCC continue management arrangements of these sites on the Town Council’s behalf**

Background information was given and it was noted that the process has commenced for relocation of 2 allotment sites, which will happen in 2022. Members supported that LCC continue to manage the allotments, if possible, as currently. The letter does stipulate “there needs to be some formal agreement in place and perhaps it may require further dialogue with the City Council’s legal services.”

1. **To receive and note information contained in NALC LTN 87 - Procurement dated February 2021**

The content of LTN 87 - Procurement, was noted.

1. **To approve items of expenditure, as follows:-**
2. Salaries, pension contributions and Tax & N.I. for March 2021 and salaries and pension contributions for April 2021
3. Invoice dated 31/1/21 from Instaplanta (Yorkshire) Ltd for £976.50 plus VAT re. ‘Lengthsman Operations’ in January
4. Invoice dated 28/2/21 from Instaplanta (Yorkshire) Ltd for £930.00 plus VAT re. ‘Lengthsman Operations’ in February
5. Invoice dated 13/3/21 from Quadient Finance UK Ltd for £88.76 plus VAT re. Franking M/c rental 19/4/21 to 18/7/21

All The above items of expenditure were approved for payment.

1. **To Note Expenditure under Town Clerk’s Delegated Authority (Financial Regulations adopted**

 **4/5/16 – item 4.1) – item for information only:-**

1. Bank charges – January £6.30 and February £6.65
2. Petty cash expenditure - £30.00 flowers re. bereavement
3. Petty cash expenditure - £3.00 re. stationery
4. Petty cash expenditure - £6.85 re. postage
5. Invoice dated 13/1/21 from Rialtas Business Solutions Ltd for £260.00 plus VAT re. Annual

 Support & Maintenance

1. £15.00 to SLCC re. replacement CiLCA Certificate for Town Clerk
2. Invoice dated 26/1/21 from Quadient UK Ltd for £136.48 plus VAT re. Franked mail envelopes and

 ink for franking m/c.

1. Invoice dated 20/1/21 from YPO for £13.89 plus VAT re. Stationery

Direct debits/standing orders

10/2/21 – Credit Card £11.99 plus VAT re. Zoom subscription

12/2/21 - £16.63 plus VAT to TalkTalk Limited re. Broadband fee

15/2/21 - £33.80 plus VAT to Techmonkeys Limited re. Office 365/Support fee

15/2/21 - £260.00 plus VAT to Optionbox Limited re. Town Centre WiFi

10/3/21 – Credit Card £11.99 plus VAT re. Zoom subscription

12/3/21 - £16.63 plus VAT to TalkTalk Limited re. Broadband Fee

15/3/21 – 260.00 plus VAT to Optionbox Limited re. Town Centre WiFi

15/3/21 - £33.80 plus VAT to Techmonkeys Limited re. Office 365/Support fee

31/3/21 - £189.00 plus VAT to Techmonkeys Limited re. fixing of laptop battery issues

All of the above items of expenditure made under Town Clerk’s delegated authority, were noted and approved.

1. **To Receive Items of Correspondence (for information only)**

 None.

1. **Date and Time of Next Meeting**

The next scheduled meeting will be determined at the Annual Full Council Meeting to be held on Wednesday, 5th May 2021 at 7pm.