

Present: The Mayor, Councillor Ken Arlett
Councillor Stefan Gawrysiak
Councillor Will Hamilton
Councillor Lorraine Hillier
Councillor Kellie Hinton
Councillor Sarah Miller
Councillor Laurence Plant
Councillor John Hooper (sub for Cllr David Eggleton)
Councillor Rob Romans

In attendance: Liz Jones – HTC Accountant/RFO
Cath Adams – Planning & Projects Manager
Caroline Adamson – Committee Administrator
1 member of the media
12 members of the public

1. **ELECTION OF CHAIRMAN**

It was proposed by the Mayor, Councillor Ken Arlett, and seconded by Councillor Stefan Gawrysiak that Councillor Ian Reissmann be elected.

There being no other nominations, it was **RESOLVED**

That Councillor Ian Reissmann be elected Chairman of the Finance Strategy and Management Committee for the ensuing municipal year.

2. **ELECTION OF VICE-CHAIRMAN**

It was proposed by the Mayor, Councillor Ken Arlett, and seconded by Councillor Stefan Gawrysiak that Councillor Rob Romans be elected.

There being no other nominations, it was **RESOLVED**

That Councillor Rob Romans be elected Vice Chairman of the Finance Strategy and Management Committee for the ensuing municipal year.

Due to the absence of Councillor Reissmann at the meeting and Councillor Romans being unable to discuss agenda with HTC Accountant/RFO, it was suggested that Councillor Arlett who had discussed the agenda with HTC Accountant/RFO Chair this meeting. It was **RESOLVED**

That Councillor Ken Arlett be elected Chairman for this meeting.

3. **TERMS OF REFERENCE**

Councillors received and considered the Terms of Reference for the Finance Strategy & Management Committee.

It was RESOLVED that the attached Terms of Reference for the Finance Strategy and Management Committee be approved.

4. **TO RECEIVE APOLOGIES FOR ABSENCE**

Councillors Ian Reissmann and David Eggleton.
Councillor Will Hamilton had sent apologies for late arrival.

5. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

6. **APPOINTMENT OF WORKING PARTIES, THE MEMBERSHIP THEREOF AND THEIR TERMS OF REFERENCE (ToR)**

i) **Value for Money Working Group**

a) Due to the absence of certain Councillors **it was RESOLVED to RECOMMEND that this should be discussed at Full Council.**

b) Terms of Reference to be discussed at next Full Council

ii) **Legal & Human Resources Working Group**

a) Due to the absence of certain Councillors **it was RESOLVED to RECOMMEND that this should be discussed at Full Council.**

b) Terms of Reference to be discussed at next Full Council

iii) **353-357 Reading Road Working Group**

As already approved at the Annual Meeting on 13th May, **it was RESOLVED to RECOMMEND that membership for 2019-20 be NOTED.**

Terms of Reference for the 353-357 Reading Road Working Group were APPROVED.

iv) **Fairmile Access Working Group**

As already approved at the Annual Meeting on 13th May, **it was RESOLVED to RECOMMEND that membership for 2019-20 be NOTED.**

Terms of Reference for the Fairmile Access Working Group were APPROVED.

7. **PUBLIC PARTICIPATION SESSION**

Mr Tony May of the Friends of Freemans Meadow (FFM)

Mr May gave an update on legal advice for Freemans Meadow. The Council approved proceeding with company C at the previous FSM meeting but the Town Clerk has not had time to send a briefing letter to the solicitor before her departure.

Mr May and Mr John Carrell would like to meet our Legal and Human Resources Group to make sure that they proceed in a way that makes everyone happy and will be in touch with Cath Adams as Proper Officer soon.

8. **MINUTES**

The Minutes of the meeting of the Finance Strategy and Management Committee held on 2 April 2019 were received, approved and adopted and signed by Councillor Ken Arlett (substituting for Chairman Councillor Ian Reissmann) as a true record.

Councillor Hamilton arrived at 7.55pm

9. **VARIATION IN THE ORDER OF BUSINESS**

In accordance with Standing Orders 5 (a) (vi), it was **RESOLVED**

that in view of the number of those who were going to give presentations, the order of the business be altered to allow Agenda Item 15 – Update on Annual Grants received from Henley Town Council to be brought forward and considered before Item 9 – Progress Reports.

10. **UPDATE ON ANNUAL GRANTS RECEIVED FROM HENLEY TOWN COUNCIL**

Our annual grants policy states that ‘the applicant should prepare a short presentation to the FSM Committee on each anniversary of the award of the grant, indicating the continued benefit the grant has for their organisation’.

The FSM Committee listened to presentations by:

1. Henley 60+ Social Club (Gill Dodds and Sue Bishop)
2. Nomad – Tim Prior
3. Henley Music School – Laura Reineke
4. Family Centre – Sue Prior, on behalf of Joanna Bray
5. Be Free Young Carers – John Tabor
6. River & Rowing Museum – Sarah Posey
7. Riverside Counselling - Hilary Arthur

The above groups, along with Headway, also submitted up-to-date reports for their organisations.

They are all very grateful for the grants received from Henley Town Council and some would welcome an increase in funds received. Liz Jones (Accountant/RFO) suggested that the Committee Administrator write to each group to thank them for coming along and to inform them of the process for applying for community grants in 2019/20 and/or amendments to the Annual Grants with effect from April 2020. The FSM meeting on 17th September 2019 will be covering all such grant applications.

11. **PROGRESS REPORT**

The RFO clarified that the land inspections had been completed but that they needed writing up along with how any issues arising are to be dealt with. The full schedule will be circulated at the next meeting. There were no issues regarding adverse possession.

It was RESOLVED that the Progress Report be received and noted.

12. **INTERNAL AUDIT REPORT**

It was RESOLVED that the report be received and noted.

13. **REVIEW OF RESERVES**

It was RESOLVED to RECOMMEND

To note the year end level of Reserves

To transfer £nil from the General Fund Balance to the Usable Capital Receipts Reserve

For the RFO to relay to the external auditors the explanation for the level of the General Fund Balance

14. **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2018-19 and UNAUDITED FINANCIAL STATEMENTS TO 31 MARCH 2019.**

It was RESOLVED to RECOMMEND

The AGAR form Section 1 (page 4 of 6) be signed at the Full Council meeting on 18th June 2019.

The AGAR form Section 2 (page 5 of 6) be signed at the Full Council meeting on 18th June 2019 (having been signed in advance by the RFO)

The Unaudited Financial Statements for the year ended 31 March 2019 be signed at the meeting on 18th June 2019

Councillors note the dates for the exercise of the public's right to inspect the accounting records, being 24 June – 12th August 2019.

15. **FINANCE**

i) **Dashboard papers and Management Accounts**

It was RESOLVED that the reports be received and noted.

ii) **Investment Performance**

It was RESOLVED that the update be received and noted.

iii) **List of approved payments from April 2019**

It was RESOLVED that the report be received and noted.

iv) **Progress report detailing grants already applied for by HTC**

It was RESOLVED that the report be received and noted.

16. **HENLEY ROWING CLUB REQUEST TO EXTEND TERM OF LEASE**

It was RESOLVED to RECOMMEND that the request to extend the lease from 37 years remaining to 60 years remaining be APPROVED.

17. **REVIEW OF FINANCIAL REGULATIONS**

It was RESOLVED to RECOMMEND that the Financial Regulations be updated as indicated.

18. **DEPUTY MAYOR'S ALLOWANCE**

There was a discussion on this matter. Some present felt that there should be a 'Mayoral' Allowance as opposed to a 'Mayor' Allowance. It was pointed out that many Deputy Mayors in the District receive an allowance. Overall it was felt that the budgets for Mayor and Deputy Mayor should be separate.

It was RESOLVED to RECOMMEND that there should be a Deputy Mayor's Allowance whereby claims totalling no more than £1,000 for specific costs should be submitted monthly, along with receipts.

19. **LIDO PROJECT**

Michaela Clarke, who is on The Henley Lido Working Group, spoke about the request to receive up to £3420 in fees towards investigating the viability of 2 possible sites.

The expenditure was not universally supported as HTC should receive more information, such as building costs, before any financial commitment be made.

It was pointed out that as Councillors had recently agreed at a Recreations & Amenities Committee meeting that the Group should continue to evaluate 2 possible sites, the Council should not go back on its word.

The amount of hard work that has already been undertaken by the working group was noted, with the suggestion that if the project proceeds the Group should not tie themselves to any one particular architect or building company.

It was RESOLVED to APPROVE expenditure of up to £3420 in fees and this should come from the contingencies budget.

20. **SUMMER FIREWORKS**

Councillor Hamilton declared a personal, not pecuniary, interest in this as he and Richard Reed have, for the past 3 years, been organising this event and sourcing donations. He would like it to be noted that Richard should be thanked for all his hard work. They both feel that they cannot keep asking the same people, year after year, for donations to pay for the cost of fireworks (£10, 000, plus VAT).

Councillors felt it was not good use of Council funds particularly given hardships suffered by many of the charitable organisations presenting earlier, the

damaging impact of fireworks on wildlife and pets, and the alleged increase in anti-social behaviour as a result.

It was **RESOLVED** to **RECOMMEND** that the Council would **NOT** support the **Summer Fireworks** this year.

21. **EXCLUSION OF THE PUBLIC AND THE PRESS**

It was moved by the Chairman and

RESOLVED that the public and the press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which were about to be discussed were considered to be confidential.

MINUTES OF THE CONFIDENTIAL SESSION OF THE MEETING OF THE FINANCE STRATEGY & MANAGEMENT COMMITTEE HELD ON 28 MAY 2019.

22 i) **LEGAL UPDATE**

The updates were noted and the following comments were made:

Part a) - Fairmile Access

It was confirmed that legal advice has been sought throughout the progress of this project.

Part b) - Land next to 65 Valley Road

It was noted that the Council needs to progress the registration and fencing off of the land.

Part c) – Henley Town Football Club Loan

Councillor John Hooper declared a personal interest as he is currently on the Committee.

The Club will not take up the Council's offer of a loan – they would prefer to be funded by grants.

This item can be removed from the Legal Update.

Part d) - Henley Rugby Club – sub lease to Physiologists

It was agreed that HTC should not pay anything for legal fees.

Part e) - Street Cleaner

This item can now be removed from the Legal update.

It was **RESOLVED** to **RECOMMEND** that the Legal Update be noted.

22 ii) **MANAGEMENT OF JUBILEE PARK**

It was **RESOLVED** to **RECOMMEND** that all recommendations are **APPROVED**.

22 iii) **353-357 READING ROAD**

It was RESOLVED to RECOMMEND that all the minutes be noted.

22 iv) **RIVER AND ROWING MUSEUM**

It was RESOLVED to RECOMMEND that the recommendations are APPROVED.

22 v) **PARKS SERVICES STAFFING**

It was RESOLVED to RECOMMEND that both the recommendations are APPROVED, subject to the second recommendation being backdated to April 2019.

(post meeting note – the requisite written evidence has been viewed by the RFO)

The meeting closed at 9.32 pm

Chairman
28.05.19

