

**MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON
TUESDAY 13 NOVEMBER 2012 AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,
THE OLD COURT HOUSE, SAFFRON ROAD BIGGLESWADE**

Present: Cllr D Lawrence (Chair), Cllr Mrs W Smith, Cllr G Wilson,
Cllr P Woodward, Cllr Mrs H Ramsay, Cllr I Bond, Cllr Mrs M Russell,
Cllr B Briars
Rob McGregor – Town Clerk
Louise Wilcox – Deputy Town Clerk

Also present: Cllr Mrs J Lawrence and Cllr S Watkins

1. APOLOGIES

There were no apologies received.

2. DECLARATION OF INTERESTS

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Prejudicial interests in any agenda item – there were no interests declared.
- (b) Personal interests in any agenda item – there were no interests declared.

3. PUBLIC OPEN SESSION

There were no items discussed during the public open session.

4. ELECTION TO THE OFFICE OF VICE CHAIR

It was **RESOLVED** that Cllr Mrs H Ramsay be appointed to the office of Vice Chair of the Finance & General Purposes Committee for the remainder of the period 2012/2013.

5. MINUTES OF MEETINGS

Members received minutes of Finance and General Purposes meeting held on 10 July 2012.

MATTERS ARISING

- a. Minutes of the Finance and General Purposes meeting held on 10 July 2012 – none.

6. ITEMS FOR CONSIDERATION

a. Asset Management

Members received the following presentation on Asset management from Derek Kemp, DCK Beavers:

The full asset register requirement is much more comprehensive than the spreadsheet and extends beyond the spreadsheet.

DK has looked for software solutions – database program and has identified 2 options.

Pear Technology option which needed developing are now in partnership to sell, install and maintain.

DK has looked at another solution, not aimed at Councils, but this was vastly more expensive. Another program that RBS offer, doesn't offer much.

You can have as many items on the Asset Register as you wish. For instance, one for furniture, one for grounds equipment, land, etc. It could be linked to a map and photographs.

There is the availability to plan events – e.g. tests etc and event reminders as well as insurance policy details and auto back-up.

It was **RECOMMENDED** that 2 quotations (including RBS quotation) are obtained and taken to next full Council meeting for approval.

b. Publicity Budget

At a meeting of the Off Street Car Park Committee of 06 November 2012, Committee recommended to the Finance and General Purposes Committee that the Publicity budget 4032/106 is split and a budget heading be created in the Central Services Budget of 4032/901.

Members **AGREED** to this recommendation.

c. Budgets

Members considered budgets for 2013/2014.

First review of Budgets for 2013/2014 a final review will be carried out at Finance and General Purposes on 08 January 2013 to go forward to Council on 22 January 2013.

Papers were handed out on the night for consideration.

There will be changes to Council tax collection and benefits claimants.

Capping on precept seems likely to be applied to precept per band D equivalent.

2% increase permitted, anything above that is not permitted.