

**POLICY AND FINANCE COMMITTEE MEETING
ANNE FRENCH ROOM
1st December 2015
0915hours**

PRESENT:

Mr N Harvey, Chairman
Mr R McDowall, Deputy Chairman
Mr S Roberts
Mr G McKinley
Mr M Birmingham
Mr F Simonet
Mr C Rowley
Mr L Jean
Mrs N Paris

IN ATTENDANCE:

Mr W V Brownlees, Chief Executive (CE)
Mrs S Pengilley-Price, EA to the Chief Executive (SP)

Mrs K A Hatcher-Gaudion, Treasurer (KG)
Mrs L Baines, Minute Secretary (LB)
Mr P Veron, Economic Development Officer (PV)

Apologies: Mr I Tugby

ACTION

- 106/2015** **Minutes of the previous meeting** of 26th October, and Special Meetings 3rd & 17th November 2015 tabled and **approved**.
Notes from the Finance Committee meeting of 16th November 2015 – Mr McDowall stated that items discussed in FC are covered in the following agenda.
Notes from the Business Development, Tourism & Marketing Committee meeting of 2nd November – nothing to report. Living Islands post has been filled, and there have been expressions of interest in the Young Entrepreneur Scheme.
Minutes from the Connaught Working Party Meeting of 15th October 2015 – it was noted that the upkeep of the buildings would revert to becoming the responsibility of the States, under a new lease agreement. The Treasurer reported that some urgent capital expenditure has been spent on the correction of the fire system etc, however there is other funding awaiting approval. It was noted that a strategic plan is needed for the elderly population, which would be included in the SLAWS process.
- 107/2015** **Matters Arising**
107.1 Committee feedback from Chairmen (B&DCC and GSC) and Guernsey Representatives and Alderney Liaison Group
BDCC – ARUP/LUP Meetings have gone well. Call for Sites form has been published, closing date being 22nd January. A timetable of analysis of works will then be scheduled. Housing Strategy Work – constructive meeting with Building Firms – positive feedback.
GSC– Harbour Showers – a costings report from the Harbour Master is for discussion at next week’s meeting.
Guernsey Reps – Mr McKinley advised that left over business will be continued next week.
Alderney Liaison Group– Latest report from PSD on the Breakwater to be circulated to all members for review.
- 107.2 Committee Meeting Dates** – Proposed meeting dates tabled and noted.

It was noted that the dates for the 1st quarter of the year are approved, with other dates still yet to be determined in liaison with the Guernsey States Meetings. It was also noted that Question Time could take place in the months when there is no People's Meeting.

CE OFFICE

107.3 Committee Mandates

It was noted that proposals for an overall review of governance, including Committee structures will be included in the Financial Review. The Committee agreed to continue with the current mandates until the outcome of the review. Mr Birmingham stated that the BDCC mandate includes the Banquage Scheme, which should be included in the Policy and Finance mandate rather than BDCC. **Noted.**

108/2015

Budgetary and Financial Matters

108.1 Capital Account & Capital Project Slippage – CONFIDENTIAL ITEM – Report from Finance Committee/Treasury dated 24th November 2015 tabled and noted.

The P&F Committee noted and approved the following:-

- **The continued capital slippage**
- **To outsource project management for smaller projects as necessary**
- **To ensure higher value tenders (£100k+) are also tendered off-island**
- **To approve the opening of a further bank account in order to retain capital funds**

TREASURY

108.2 Increase In Capital Approval Financial Limits (Committee Level) Report from Treasury dated 20th November 2015 tabled and considered.

The P&F Committee endorsed the Finance Committees recommendation to increase the lower level from £20k to £50k, and for the Finance Committee to scrutinise any capital projects valued over £100k. For immediate implementation.

TREASURY

108.3 Capital Expenditure – Purchase of Mini Digger – Report from Head of Operations dated 28th October 2015 tabled and noted.

The P&F Committee endorsed the approval of the capital expenditure of £33,000 as per budget provision for 2015.

TREASURY

108.4 Operation of States Bank Accounts – Report from Chief Executive and Treasury dated 24th November 2015 tabled and considered.

The P&F Committee agreed to amending the January Billet item, to allow for the Chief Executive to nominate alternative staff member(s) to sign in his absence in place of political signature, and to continue without further reference until amended by P&F resolution, as per the draft below:-

1. **To empower the States Treasurer or Assistant States Treasurer (or a nominated Treasury deputy), together with the Chief Executive or a nominated member of his senior staff, to operate the States of Alderney Bank Accounts**
2. **To empower the States Treasurer or Assistant States Treasurer (or a nominated Treasury deputy), together with the Chief Executive or a nominated member of his senior staff, to operate the States of Alderney Water Board Bank Accounts**
3. **To continue with the above arrangements until such time as amended by Policy & Finance Committee resolution**

TREASURY/BILLET ITEM

109/2015**Economic Development Plan**

109.1 Economic Development Plan Update – Action plan tabled and **noted**. Report from Economic Development Officer dated 24th November 2015 tabled and **noted**.

The Committee noted the November 2015 update for the EDP, and approved the political and officer leads for each project (other than GMK to lead Management Information, and LJ to lead Education) and work stream as shown on the plan. Once finalised, the EDP is to be published on the States of Alderney website, and updated as necessary.

PV

109.2 Airport - Update

Mrs Paris advised the Committee that Technical Questions regarding the runway's surface, length, width, and overall safety have been put to PSD for clarification. These questions are to be circulated to all members, and answers as and when received.

NP/NH

109.3 Financial Relationship Review – Report from Economic Development Officer dated 24th November 2015, and draft Policy Letter tabled and noted.

The Committee approved the attached policy letter, and to delegate agreement of any further changes to the ALG Members, plus two Alderney Representatives, who would attend the Policy Council meeting on 30th November.

PV

109.4 Aurigny Memorandum of Understanding – Report from Economic Development Officer dated 23rd November 2015, MoU, and letter from Policy Council tabled and noted.

The Committee approved the Memorandum of Understanding, and confirmed its request to T&R to use up to £50k from the Alderney EDF to underwrite the increased capacities shown in the schedules attached to the MoU. It was also agreed for the Chief Executive to agree the detailed methods for underwriting the additional capacity with Aurigny.

PV

109.5 Scrutiny Committee Report into Airlinks – Report previously circulated via email noted. Letter from Policy Council tabled and noted.

It was noted that hard copies of the Scrutiny Report have been requested from Guernsey. To be placed on a future agenda once hard copies received, ahead of debate in Guernsey States.

109.6 Company Law Gap Analysis & Consultation Paper – Update – Alderney Foundation

Mr McDowall advised that this is a 226 page document, which will be presented to P&F in the New Year. The Consultation document will be available mid-January, with the consultation lasting 1 month – to the end of February. This will include the Chamber of Commerce and other financial businesses/companies. A Law firm will then draft the document to then be passed to the Law Officers. It was noted that the analysis can be retained for future reference.

109.7 The Alderney Foundation – The Charter and Rules of the Alderney Foundation tabled and noted.

The Chief Executive reported that this would be a foundation that would hold monies, funds, assets for the benefit of the people of Alderney. Counsellors have been identified, which would exclude States Members, but the President would be the Guardian. The point regarding applications to the Foundation was raised, as originally

only the States were proposed as applicants, otherwise anyone with a 'pet project' could apply. The Foundation is in context with the Guernsey Law as a charitable foundation. Mr McDowall and the Chief Executive to liaise with Carey Olsen regarding beneficiary issues.

RM/CE

110/2015

Legislation, Conventions and Policy

110.1 Inheritance Law Commencement Ordinance – For ratification

The Committee ratified the approval of the Inheritance Law Commencement Ordinance.

110.2 Alderney Electronic Census Update - Report from Economic Development Officer dated 23rd November 2015 tabled and noted.

The Committee supported the 2nd Phase of the eCensus project, and confirmed that Alderney wishes to be included in the initiative.

PV

110.3 The Import (Control) (Alderney) (Amendment No. 3) Order, 2015 – tabled and noted.

RESOLVED; unanimously to approve the Import (Control) (Alderney) (Amendment No. 3) Order, 2015.

111/2015

Any Other Business

111.1 Alderney Shipping Co Ltd – Notification of Increase in Freight Rates – Report from Treasury dated 15th September 2015 tabled and noted.

The Committee resolved that Alderney Shipping Co should apply the September 2015 RPIX figure at 0.5%, as opposed to the June figure at 1.5%, and that the September index should be used in future years for consistency purposes. It further agreed that provided notifications are received within the timescale stipulated in the contract that Treasury could deal without reference to Committee.

111.2 Retirement of Aurigny Staff

It was noted that the States of Alderney were to present a Letter of Thanks to Maurice Wyatt for his long standing service with Aurigny.

111.3 Review of the Electricity Concession Act – Report from Robert McDowall dated December 2015 tabled and noted.

It was noted that this is to be added to the Economic Development Plan, and is being dealt with by the Chief Executive.

112/2015

Press Releases

- Economic Development Plan
- Financial Relationship Review

113/2015

For Information

The following reports/letters were noted:-

- Aged Debtors Report – Confidential Item

Meeting closed: 12.25pm

Signed: Robert McDowall

Date: 19th January 2016