

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Tuesday 10th July 2018 at 14.00 in the Eckford Suite, Edinburgh House, New Street, Wem

Present: - Cllr R Dodd (Chairman), Cllrs P Dee, P Glover, C Granger, P Moyse, J Murray, Mrs P O'Hagan (Town Clerk).

1 **Chairman** – to elect a Committee Chairman for 2018-19

Resolved:-to elect Cllr Dodd as Chairman for 2018-19.

2 **Apologies** - to receive any apologies and reasons for absence

Resolved:-to receive the following apology for absence

None

Absent Cllr E Towers.

3 **Disclosable Pecuniary Interests**

a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. None declared

b) To consider any applications for dispensation. None received.

4 **Committee Minutes** - to approve as a correct record the minutes of a meeting of the Finance & Corporate Governance Committee held on 24th April 2018.

Resolved:- that the minutes of a meeting of the Finance & Corporate Governance Committee held on 24th April 2018 be approved as a correct record and signed by the Chairman.

5 **Progress Report** – to note.

The Clerk was asked to contact Shropshire Council to see whether a Code of Conduct DVD was going to be produced.

Cllr Dodd explained that she was no longer able to be the lone worker contact for the Groundsman and it was agreed that Cllr Glover would be nominated in her place.

Resolved:-to note

6 **2018-19 Accounts**

a) **1st quarter Budget report** - for consideration.

Resolved:-to note the budget report.

b) Barclays Accounts – to consider impact of closure of Barclays on the Town Council's banking procedures.

A discussion took place on the impact that the closure of Barclays Bank would have on the Town Council's own banking arrangements as the Council would have difficulty making bank transfers (which must be made in person) and obtaining petty cash.

It was explained that money could still be withdrawn with prior agreement from a local Nat West Bank however this would involve the Town Clerk travelling to a neighbouring Town to do this. Transfers could also be carried out via letter but that the process would take 30 days.

Resolved:-to recommend an increase in the petty cash amount that can be withdrawn to £75 and to purchase of safe for Town Council Office

c) Town Council Reserves – to review reserves accounts.

In light on the discussion on the closure of Barclays Bank it was explained that the Town Council needed to reduce the amount of deposits placed in Barclays Bank and Unity Bank to reduce the risk should one of the banks fail as the Financial Services Compensation Scheme only provided compensation on deposits up to £85,000. It was also explained that the interest rates on the Barclays account were lower than those that could be achieved with other banks. The report produced by The Clerk was considered and it was

Resolved:-to recommend

- **the closure of the Barclays Bank Business Premium Account (account no ending 487) and transfer of the balance to the CCLA Public Section Deposit Account.**
- **To open a Nationwide Business Deposit Account and transfer £100,000 from Unity Trust Account.**

7 Civic Matters

Mayoral Policy– to consider draft.

Several amendments were suggested including
Item

6.0 remove last sentence of paragraph 2

7.0 Amend first sentence to state Should they wish to the Mayor may choose to raise funds for local charities.

Resolved:-to recommend that the Mayoral Handbook be adopted and that the Clerk purchases Millward’s Civic Ceremonial Book.

Mayor’s allowance – to recommend unreceipted allowance amount.

The Clerk reported that the internal auditor had advised that it is up to the Council as to what this limit should be but bear in mind that HMRC in an inspection could apply tax to any expenditure not supported by receipts.

Resolved:-to recommend that the Mayor may be reimbursed up to £20 per event attended for items that do not have a receipt to support the expenditure but that non receipted expenditure claims must be accompanied by a written explanation of expenditure.

Training – to receive a report from recent Civic Training.

It was reported that the Civic Training attended by Cllr Granger, Cllr Glover and Cllr Moyse was excellent and should be mandatory for all Councilors considering standing for the position of Mayor.

Resolved:-to note the report

Cllr Murray left the meeting at 15.00

8 General Data Protection Regulations – for update.

The Clerk reported that since the previous meeting

- All allotment holders had all been sent privacy notices and that all purchasers of graves in Love Lane Cemetery since April 2018 had also been supplied with privacy notices.
- The website now contains the Council's GDPR policies.
- Town Council Emails provided a link to the Town Council's privacy policy.
- All files containing personal data in the office were now locked.
- It was explained that compliance was an ongoing process and that this should become a standing item on the agenda.

Resolved:-to note the report.

9 Date and time of next meeting – to note.

Resolved:-to note that the next meeting would be held on Tuesday October 9th 2018 at 14.00

10 Exclusion of Public and Press

To resolve that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

Resolved:-to exclude the press and public.

a) Staffing Matters – for discussion

A discussion took place on the work load of the office-based staff and it was

Resolved:- that the Clerk in partnership the Committee Chairman write a report with recommendations for the future staffing structure of the Council for the committee to consider at the October meeting.

Chairman.....