

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Tuesday 11<sup>th</sup> July 2017 at 14.00 in The Clock Tower Suite, Edinburgh House, New Street, Wem

Present: - Cllr R Dodd (Chairman), Cllrs P Dee, C Granger, E Towers,

Mrs P O'Hagan (Town Clerk).

- 1 **Chairman** – to elect a Chairman.

**Resolved:- to elect Cllr Dodd as Chairman**

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

**Resolved:- to accept the following apologies for absence.**

Cllrs J Murray, P Glover, P Moyse.

- 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 received.

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 18<sup>th</sup> April 2017.

**Resolved:- that the minutes of a meeting of the Finance & Corporate Governance Committee held on 18<sup>th</sup> April 2017 be approved as a correct record and signed by the Chairman.**

- 5 **Progress Report** – to receive a progress report on items raised at previous meetings. The Clerk reported that the Exercise of Elector's Rights for the 2016-17 Annual Return had been advertised on the noticeboard and website.

**Resolved:- to note the report.**

- 6 **Finance**

a) **CCLA investment** – to approve transfer of funds into new account.

It was reported that due to anticipated financial commitments in relation to the streetlight conversion project that the previously agreed figure of £65,000 may be too high and that it may be prudent deposit this figure in stages over the course of the year.

**Resolved:-to recommend £25,000 is transferred from the Active Saver into the CCLA Public Sector Deposit Account instead of £65,000 as previously agreed.**

b) **1<sup>st</sup> Quarter Budget Report** – for consideration.

A number of questions were asked in relation to particular financial codes on the budget report which the Clerk responded to.

**Resolved:-to note the report.**

**c) Insurance** – for update on valuation of WSLC and Public Toilets.

It was reported that the valuations had not been received in time for the meeting and that as soon as they were received the Clerk would contact the insurance company to update the records.

**Resolved:-to note.**

## **7 Health and Safety**

**a) Risk Assessments and COSH Updates** – for update on review.

It was reported that due to work pressures this had not been completed, however the Town Clerk has had ongoing discussions with Shropshire Council Health and Safety Team over the need to update the remaining risk assessments as part of the Service Level Agreement. As the COSH updates were in relation to the need for an updated form this work has been given a low priority.

**Resolved:-to note.**

## **8 Policy Review**

**a) Complaints Policy** - to review.

A discussion took place on this item and Councillors felt that as the policy had been reviewed in May it would be more appropriate to defer a decision on any amendments to the policy for at least six months.

**Resolved:-to recommend that the Complaints Policy review is deferred for six months.**

**b) Policy Review** – for update.

The Clerk reported that due to an unforeseen increase in workload she had not been able to start the Staffing Policy Review. However she was currently looking at examples of staff handbooks provided by other Town Clerks.

Cllr Dee left the meeting at 14.30.

## **9 Training programme.**

**a) Vision Session** – to discuss.

Councillors considered the paper deferred from the Town Council meeting on 29.6.17 and there was general agreement that it would be a good idea to hold an event for Councillors to develop a vision for the term of the Council.

A discussion took place on the need for someone to facilitate the event as it was felt that the quote received was too expensive. The Clerk was asked to approach SALC for recommendations of facilitators. Cllr Towers stated that a good document to refer to when developing the event would be the Town Plan as there were a number of action points in this.

To keep costs down Councillors would be encouraged to provide their own refreshments for the event.

**Resolved:-to recommend that the Vision Session is held on**

**Wednesday 18<sup>th</sup> October between 3pm and 7pm to develop a set of aims and objectives for the term of the Council.**

**b) Councillor Training** - to consider training already undertaken by Councillors and review training plan developed at previous meeting.

A table outlining the training undertaken by Town Councillors over the past year was circulated and considered. The Clerk reported that when a councillor attends a training course it would be useful if they could write a short report on the course for circulation at future meetings.

**Resolved**:-to recommend that Councillors be encouraged to write a report from each training session attended.

**c) Staff Training Needs** – for consideration.

It was reported that the Groundsman had recently completed Ladder Safety and Manual Handling training and that he would need to refresh his Play Equipment Inspection training next year. The Clerk reported that the Assistant to the Clerk was still keen to attend a course to update her computer skills particularly Microsoft Office however it was proving difficult to find a course to meet her needs.

**10 Date and time of next meeting** – to note that the next meeting of the committee would be 10<sup>th</sup> October 2017 at 2pm.

Meeting ended 15.00