

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Tuesday 18<sup>th</sup> April 2017 at 14.00 in The Eckford Suite, Edinburgh House, New Street, Wem

Present: - Cllr C J Mellings (Chairman), Cllrs Mrs R Dodd, P Moyse, E Towers, J Murray. Mrs P O'Hagan (Town Clerk).

- 1 **Apologies** - To receive any apologies and reasons for absence.

**Resolved:- to accept the following apologies for absence**  
**Cllr Granger, Cllr Dee.**

- 2 **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.

- 3 **Committee minutes** - To approve as a correct record the minutes of a meeting of the Finance & Corporate Governance Committee held on 14<sup>th</sup> February 2017.

**Resolved:- that the minutes of a meeting of the Finance & Corporate Governance Committee held on 14<sup>th</sup> February 2017 be approved as a correct record and signed by the Chairman.**

- 4 **Progress Report** – to receive a progress report on items raised at previous meetings.

The Clerk reported that Graham White from Shropshire Council would not be carrying out Code of Conduct Training and that his department would be producing a training video to distribute to Parish and Town Councils.

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

- 5 **Finance**

a) **2016-17 year end accounts** – to receive 4<sup>th</sup> quarter budget report for consideration and review the Annual Governance Statement of the Annual Return in advance of the June meeting of the Town Council.

Cllr Mellings presented the 4<sup>th</sup> quarter budget report which was noted.  
The year end balances were also reviewed and noted.

In advance of the June Town Council meeting the committee reviewed the Annual Governance Statement alongside the internal auditors report and found no reasons for concern or to answer no to any of the statements. The Clerk was asked to circulate to all councillors NALC'S "Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements" in advance of the June meeting of the Town Council.

**Resolved:- to note all documents.**

**b) Earmarking Reserves** – to consider reserves for earmarking.  
A discussion took place on the need to earmark reserves for specific projects.

**Resolved:- to recommend that in addition to the existing earmarked reserves the following amounts are earmarked in the Town Council's financial reserves**  
**Service Transformation £2000.00**  
**Streetlighting Conversion £60000.00**

**c) Investment Policy** - for review.  
The Clerk presented the updated investment policy which included up to date year end balances and amendments agreed at the previous meeting.

**Resolved:- to recommend approval of the updated investment policy.**

**d) CCLA investment** – for update on quotes received for financial advice.

A discussion took place on whether the public sector deposit fund was covered by the FSA protection.

**Resolved:- subject to the fund being covered by FSA guarantees or equivalent to recommend that £65,000 is deposited in a CCLA Public Sector Deposit Account.**

**e) Insurance** - to review the Town Council's insurance levels and consider quotes received.

It was reported that an updated valuation on the swimming pool and the toilets would be required to provide an accurate value for buildings insurance.

**Resolved:- to recommend that a valuation is arranged on the swimming pool and public toilets.**

The Clerk presented the 4 quotes she had received from the Town Council's existing insurance provider and an insurance broker specialising in Town and Parish Council insurance.

**Resolved:- to recommend that the Town Council accepts the insurance quote supplied by Hiscox Insurance on a 3 year long term agreement at a price of £4,207.20**

The quote for the Engineering Inspection of Assets schedule relating to the swimming pool plant supplied by Aviva was considered.

**Resolved:- to recommend that the quote of £598.16 be approved.**

**6 Staffing** – For update on recruitment of Litter picker.

It was reported that 3 candidates were interviewed for the position and references were awaited on the preferred candidate.

## 7 Health and Safety

**a) Lone working** – to consider the purchase of lone worker device used by Shropshire Housing Group.

A discussion took place on the need for a device of this nature and it was agreed as The Groundsman and Litter Picker were classed as Lone workers 1 shared device would be sufficient.

**Resolved:- to recommend entering into a 3 year Service Level Agreement with Solo Protect for the supply and management of one solo protect identicom primarily for use by the Groundsman at a cost of £20 per month.**

**b) Risk Assessments**– For update on review of;  
Groundsman's Risk Assessments.  
COSSH Risk Assessments.

It was reported that the assessments were in the process of being reviewed and updated with the help of Shropshire Council's Health and Safety Team.

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

**c) Shropshire Council Health and Safety** - to review services that Shropshire Council have provided to assist with Health and Safety advice and guidance.

The Clerk reported that she had found the services of the team very useful especially around risk assessments and general health and safety advice.

**Resolved:- to recommend that the contract is renewed for another year.**

## 8 Councillor Training programme - for discussion

A discussion took place on the need to develop a training programme for all councillors and it was agreed that the following training should be developed

Course	Purpose	Involvement	Timescale
<b>Council Vision Session</b>	½ day all councillors to plan the vision of the new Council and its objectives for the next 4 years	Town Council only	Summer 2017
<b>Planning</b>	Development of SAMDEV response – future development of the Town and its hinterland	Town Council in partnership with Wem Rural Parish Council. External trainer	Summer 2017
<b>Fundamentals refresher</b>	Understanding standing orders	LJC Councils	Late Spring

	and basics of being a councillor		
<b>Finance</b>	Understanding budgets and Local Council financial procedures	LJC Councils	Autumn / Winter
<b>Code of Conduct</b>	Understanding Code of conduct	Video prior to Town Council meeting	When produced by Shropshire Council

**9 Date and time of next meeting – to review.**

It was reported that the dates and times of future meetings would be considered at the May meeting of the Town Council.

Meeting ended 15.40

Chairman.....

