

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Friday 17th January 2025 at 10.00am in the Council Meeting Room, Wem Library.

Present Cllrs R Dodd (Chairman), P Broomhall, C Granger, G Soul, D Hill, B Barker. E Towers (joined the meeting at 10.10am),

Mrs A Roberts (Responsible Finance Officer)

1 Apologies - to receive any apologies and reasons for absence.

The following apologies were noted:

Cllr M Hoffmann, Cllr P Glover, Cllr P Johnson, Cllr D Parry, Cllr M Meakin, Cllr R Gascoigne

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 23.11.23.

Resolved:- to approve as a correct record the minutes of the meeting of the Finance & Corporate Governance Committee held on 6.12.24 and they were duly signed by the chairman.

4 Progress Report – to note.

Resolved:- to note.

5 Accounts

a) To consider 3rd quarter budget report to 31.12.24.

A query was raised about an overspend on payroll.

Resolved:- to note the report.

b) Budget 2025-26 - to review recommendations from the staffing committee for the staff budget and review Recreation and Administration budgets considered at December meeting

Resolved: to

- **Recommend to the Town Council budget meeting that a total budget of £161,650 (as detailed on the attached pages) is allocated in the 2025-26 budget for the cost centres: Cemetery, Allotments, Bus Shelters, Public**

Toilets, Street Lighting, Recreation including WSSA contribution, CCTV and Floral Display

- **Recommend to the Town Council budget meeting that a total budget of £49,287 (as detailed on the attached pages) is allocated in the 2025-26 budget for the cost centres: Administration, Cllr Training and Travel.**
- **Recommend to the Town Council budget meeting that a total budget of £162,905 (as detailed on the attached pages) is allocated in the 2025 – 26 budget for cost centre Staffing.**

6 Audit Plan 2024-25

a) To approve the Audit Plan for 2024-25

Resolved:- to approve the Audit Plan for 2023-24

b) Statement of Internal Controls including process for dealing with invoices

Resolved:- to approve the Statement of Internal Controls including process for dealing with invoices

c) Effectiveness of the System of Internal Audit

Resolved:- to note that a review was undertaken by the committee of the Town Council's system of internal audit and to recommend to the Town Council that

- **The Internal Auditor met the Council's expected standards, and the Committee were satisfied that the system of internal audit was effective.**
- **The recommendations provided in the internal auditor's reports had been implemented.**

7 Date and time of next meeting – to note.

Resolved:- to note that the next meeting will be held on 16th May 2025 at 10.00.

Meeting ended 10.20am

Chairman.....

Wem Town Council Draft Recreation Budget 2025/2026

	Draft 2025-26
NET EXPENDITURE	
<u>PUBLIC LIGHTING</u>	
Loan Charges(PWLB)	£3,700
Energy	£10,000
General repairs and maintenance	£9,000
Column Replacement	£35,000
Total	£57,700
<u>BURIAL GROUNDS</u>	
Rates	£100
Repairs and Maintenance	£4,100
Bin emptying in skips etc	£2,350
Gravedigging	£2,000
Contribution to Whitchurch Rd	£2,000
Extension works	£2,000
Hedge removal and fencing	£13,000
Total	£25,550
<u>ALLOTMENTS</u>	
Water by meter	£500
Repairs & Maintenance	£1,000
Total	£1,500
<u>RECREATION</u>	
<u>WSSA Contribution</u>	£21,000
Play Equip.	£8,000
Repairs & Maintenance	£5,000
Tree Works	£2,000
Play equipment Inspection	£800
Recreation (Litter bin emptying)	£1,000
skate ramp replacement	£2,000
Climate change works	£500
Old toilet block running costs	
lampost painting	£0
Total	£40,300
<u>PUBLIC TOILETS</u>	
Toilet Cleaning	£14,000
Repairs	£5,000
Utilities	£2,800
Msc	£1,000
toilet painting internal	
Total	£22,800
<u>BUS SHELTERS</u>	
Cleaning	£1,100

Repairs and maintenance	£700
Total	£1,800
MSc. Assets	
Floral Planters	£6,000
CCTV Scheme	£6,000
Total	£12,000
Total rec budget	£161,650
Less Neighbourhood Fund allocation	£148,650
<u>NET INCOME</u>	2025-26
Allotment Rents	£2,000
Burial Fees	£16,000
Toilet income	£1,500
Gravedigging	£2,000
Total	£21,500

Wem Town Council Draft Administration Budget 2025/26

	Draft 2025-26
<u>NET EXPENDITURE</u>	
<u>ADMINISTRATION</u>	
Postage & Telephone	£2250.00
Stat, books, etc	£513.00
Membership/ subs	£3100.00
Health & Safety Support	£1975.00
Audit	£1750.00
Copier	£1025.00
Chain of Office	£1025.00
Mayors Allowance	£1000.00
Mayors Hospitality	£750.00
Insurance	£2563.00
Honours Boards	£154.00
Election Expenses	£1025.00
Legal Fees	£1025.00
Bank Charges	£1025.00
Computer Support	£2050.00
Gov.uk Costs	£600.00
Tablet Purchase and support	£2600.00
Digitalisation	£1000.00
Office/room hire	£20500.00
Pat test	£205.00
Finance package	£1435.00

Communication / website	£615.00
Events	
Total	£44310
<u>CLLR TRAVEL EXPENSES</u>	
Training Conferences	£1,025.00
Cllr Travel Expenses	£77.00
Total	£1,102
<u>Total Net expenditure</u>	£49,287.00
<u>NET INCOME</u>	
Bank a/c Interest	£11,000
Story of Wem	
Total	£11,000

Wem Town Council Draft Staffing Budget 2025/26

	Draft
	2025-26
<u>NET EXPENDITURE</u>	
Salaries	£117,845
Msc staffing non salary	£2,000
Employers NI	£14,260
Pensions	£22,900
Payroll Admin Fee	£1,300
HR Support	£2100.00
Staff Training	£2,000
Staff Travel	£500
Total	£162,905