

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Tuesday 17th May 2022 at 14.00 in the Eckford Suite, Edinburgh House, New Street, Wem

Present: - Cllrs R Dodd (Chairman), P Broomhall, P Glover, C Granger, P Johnson, D Parry, E Towers.
Mrs P O'Hagan (Town Clerk).

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

Resolved:- to note the following apology for absence from Cllr Soul

- 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.

No dispensations were received.

- 3 **Committee Minutes** - to approve as a correct record the minutes of a meeting of the Finance & Corporate Governance Committee held on 11.1.22.

Resolved:- to approve as a correct record the minutes of the meeting of the Finance & Corporate Governance Committee held on 11.1.22 and they were duly signed.

- 4 **Progress Report** – to note.

Resolved:- to note the report.

- 5 **Accounts**

a) **2021-22 year end accounts** - for review.

The accounts at 31.3.22 were reviewed and it was

Resolved:- to recommend that the 2021-22 year end accounts be accepted.

b) **2021-22 Annual Governance Statement of the Annual Governance and Accountability Return (AGAR)** – to review in advance of the May meeting of the Town Council.

Section 1 and 2 of the AGAR were reviewed in advance of the Town Council meeting and it was

Resolved:- to recommend that

- **The Council answer yes to questions 1- 8 on the Annual Governance statement and n/a to question 9 and**
- **To approve the Accounting Statements in section 2.**
- **To approve the significant variances report and date for the advertisement of electors' rights.**

c) **Pension statement** – to note.

Resolved:- to note the pension statement for the 2021-22 financial year.

- 6 **Earmarking Reserves** – to consider report outlining recommendations for earmarking funds from General Reserves.
The Clerk was asked to seek clarification on the time limit for use of any Neighbourhood fund allowances.

Resolved:- to recommend the following allocations into ear marked reserves from general reserves

Budget code	Amount	Reason
Msc Staffing	£6200	Underspend from 2021-22 staffing budget to cover cost of additional staffing / contractors during period of Groundsman's sick leave.
Staff training	£1000	Allocation from 2021-22 Staffing budget underspend for Project assistant's CILCA training as agreed 01/22
Headsup	£4600	Underspend from 2021-22 Youth Projects budget
Remembrance	£225	Allocation from refund of lamppost poppies
Town Events	£290	Allocation from underspend of 2021-22 Town Promotion budget to act as contingency fund for Jubilee Celebrations if unspent to be used for future events
Town Events	£250	Earmark underspend from small grants budget to act as contingency fund for Jubilee Celebrations if unspent to be used for future events
Bulmer Cottage Fund	£4000	Return £4000 underspend from 2021-22 swimming pool budget to Bulmer Cottage fund
Skatepark	£2000	Earmark £2000 skate park allocation for 2021-22 to build reserves for replacement skate park.
Transformation	£2741	Earmark from underspend in the office relocation budget
Total new earmarking	£21,306	

- 7 **Health and safety** – to consider report from recent audit.

Resolved:- to recommend that

- **The Clerk seeks a price from Shropshire Council to undertake a health and safety review of the Swimming and Lifestyle Centre and that the offer is then discussed at the next WSLC Liaison Group meeting.**
- **The Clerk continues to progress actions arising from the review as highlighted in the action plan and reports back at the next meeting.**

- 8 **Training**

a) Statement of intent - to review.

The statement was reviewed with no changes recommended.

Resolved:- to note.

b) Staff training needs – to discuss staff training needs renewal of Groundsman’s existing equipment training and Project Assistants CILCA.

The Clerk explained that the training courses had been identified following discussions with the council’s Health and Safety advisors and it was important that courses that had not been completed during Covid were now updated

Resolved:- to recommend that

- **the staff training needs identified in the report are approved.**
- **if the staff training budget is exceeded, due to the importance of the training, funds are vired from underspent budget codes or general reserves if required.**

9 Staff Long Service Recognition - to consider.

A discussion took place on how best to recognise long service of staff and it was

Resolved:- to recommend that

- **a certificate of appreciation should be commissioned to be presented at a later date in conjunction with trustees from Wem Sports and Social Association.**

Cllr Glover left meeting 15.10

10 Financial Policy Review - to agree to defer to October meeting.

Resolved:- to defer to October meeting of Committee.

11 Date and time of next meeting – to note and review frequency of meetings.

Resolved:- to recommend that the committee meets 4 times per year in April/May, July, Oct, Jan.

Meeting ended at 15.15

Chairman.....