

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Tuesday 23rd May 2023 at 14.00 in the Meeting Room, Wem Library, High Street, Wem

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

- 1 **Apologies** - to receive any apologies and reasons for absence
Apologies were noted 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.
None received.
- 3 **Committee Minutes** - to approve as a correct record the minutes of a meeting of the Finance & Corporate Governance Committee held on 10.1.23.

Resolved:- to approve as a correct record the minutes of the meeting of the Finance & Corporate Governance Committee held on 10.1.23 and they were duly signed by the chairman.

- 4 **Progress Report** – to note.

Resolved:- to note the report.

- 5 **Accounts**
 - a) **2022-23 year end accounts** - for review.

Resolved:- to approve the year end accounts.
Cllr Glover attended the meeting at 14.10.

b) 2022-23 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.**

c) Asset Register and significant variances – to review.

The asset register and significant variances explanations were reviewed and it was

Resolved:- to approve the responses to the significant variances and the additions to the asset register.

d) Internal audit report – to consider.

The internal audit report was considered and it was

Resolved:- to note the report and the Clerk was instructed to action the recommendation around the 2024 salary letter to payroll.

- 6 Earmarking Reserves** – to consider report outlining recommendations for earmarking funds from General Reserves.

Resolved:- to recommend the following new earmarked reserves

Item	Amount
Headsup Mental Health Project	Recommendation that £6000 is earmarked from underspend in 2022-23 youth projects budget to enable project to run for extra years once grant funding is finished in Summer 2024.
Skate Park	Earmark £2000 allocation from 2022-23 budget.
Small Grants	Earmark balance of £500 from Jubilee Celebrations to Christmas Lights and Festival 2023.
Swimming pool liner	Allocate £5000 underspend from swimming pool budget to pool liner works.
Play equipment	Allocate £2500 from 2022-23 underspend for replacement play equipment.
Recreation Ground Railings	Allocate £5000 from underspend in 2022-23 budget and £5000 from general reserves as agreed in 2022-23 budget.
Total new earmarking	£26,000

- 7 Internal Controls** – to consider internal controls for use of corporate credit card as per the internal auditor’s recommendation.

Resolved:- to recommend that the following addition is made to the internal controls

Corporate Credit Card - Only the Clerk is allowed to use the corporate credit card, which must be kept in the safe when not in use. Limit on individual transactions is £150, cash limit of £75 and an overall monthly limit of £500. All transactions to be reported to the next Town Council meeting.

- 8 Finance and Corporate Governance Committee terms of reference** – to discuss and make recommendations to full council.
A discussion took place on this item and it was

Resolved:- to recommend the following terms of reference are adopted for the Finance and Corporate Governance Committee

Name of Committee	Finance and Corporate Governance
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By what authority: (e.g. Council, Statute, legislation)?	Council.
For what period: (e.g. indefinitely, until it reports on a defined date)?	Annual review by the Town Council at May Meeting.
Function or purpose: i.e. why the committee is needed	The overall purpose of this committee is to ensure that the council's finances, audit, staffing and its statutory obligations are conducted in accordance with good practice.
Terms of Reference	<p>Staffing</p> <ol style="list-style-type: none"> 1. To ensure employment and health and safety legislation is adhered to in relation to all staff and to review risk assessments. 2. Committee to have the power to resolve the appointment of all staff except the appointment of a Town Clerk, which, by recommendation of this Committee, must be approved by full Council. 3. To monitor and review the salary, contract, job description, appraisals and terms and conditions of all staff employed by the Town Council. 4 To consider and approve the working of additional hours for one off projects. 5. Committee to have the power to resolve employee issues except those referred to the Grievance Panel and the Appeals Panel. 6. To nominate Councillors to undertake the Town Clerk's annual Performance Review. 7. To review and award the following contracts – payroll, health and safety, year-end accounts close down, computer support, copier. 8. To consider staff requests for attendance on training courses that fall outside of the statutory training required in order to carry out the role and either cost over £250 or will exceed the training budget. <p>Finance and Audit</p> <ol style="list-style-type: none"> 1. To monitor and review all financial and staffing policies. 2. To monitor quarterly the financial progress of the council's expenditure against budget. 3. To appoint the Council's internal auditor. 4. To consider and implement recommendations on all reports arising from both internal and external auditors. 5. To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances. 6. To authorise budgeted expenditure on the following budget codes Administration, Staffing and Cllr Expenses. 7. To make budgetary and precept recommendations to Full Council for future budgets.

	8. Annually to review all earmarked reserves and approve new allocations/ removals to and from earmarked reserves. 9. Committee has the authority to delegate areas of responsibility to either a sub-committee, a working group or an officer. 10. Any other matters that may be delegated by Full Council.
Reporting: (are reports required? How often? To whom or what body?)	Draft minutes to next available Town Council meeting.
Budgetary authority: (if any)	Administration, Cllr Expenses and Staffing.
Number of members (if prescribed)	All
Quorum (minimum attendance)	5
Procedures (prescribed or self-determined – list if prescribed)	Act in accordance with the Town Council's decisions, legal powers and policies.
Frequency of meetings	Minimum quarterly.
Prescribed members:	N/A
Any disqualifications from membership?	N/A.
Contact person(s)	Town Clerk/Projects and Finance Assistant.

9 Training plan – to review.

Resolved:- to note the training plan and consider running a training course on how to respond to planning applications.

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

Resolved:- to meet 4 times a year with the next meeting in July, October, January and May.

11 Exclusion of press and public

To resolve: That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of confidential information.

Resolved:- to exclude the press and public.

Town Clerks hours – to discuss

Resolved:- to recommend that in order to utilise the excess hours that the Clerk has built up due to weekend and evening work the Clerk can continue to work a 9 day fortnight up until 31.12.23.

Meeting ended at 15.15

Chairman.....