

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Thursday 12<sup>th</sup> October 2023 at 19.00 in the Meeting Room, Wem Library, High Street, Wem

Present: - Cllrs D Parry (Chairman), B Barker, P Broomhall, R Dodd, R Drummond, R Gascoigne, P Glover, C Granger, D Hill, P Johnson, M Meakin, G Soul.

Mrs P O'Hagan (Town Clerk).

- 1 **Apologies** - to receive any apologies and reasons for absence  
The following apology was noted Cllr Towers.  
Absent Cllr M Hoffmann.
- 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 13.7.23.  
  
**Resolved:- to approve as a correct record the minutes of the meeting of the Finance & Corporate Governance Committee held on 13.7.23 and they were duly signed by the chairman.**
- 4 **Progress Report** – to note.  
  
**Resolved:- to note progress report.**
- 5 **Accounts**
  - a) 2023-24 2<sup>nd</sup> Quarter Budget Report for Consideration.  
  
**Resolved:- to note the 2<sup>nd</sup> quarter budget report.**
  - b) Barclays Bank – to consider closing bank accounts held with Barclays due to difficulties of accessing funds and transferring funds to Nationwide. Following a discussion it was  
  
**Resolved:- to**
    - **Close all Barclays Bank accounts held by The Town Council and transfer the balances in the accounts to the Unity Trust Bank Account.**
    - **Investigate opening a Unity Trust Bank Savings Account.**
- 6 **2024-25 Budget** – to consider process for setting the 2024-25 budget.  
A discussion took place on this matter and it was agreed that under item 7 of the committee's terms of reference the Finance and Corporate Governance Committee could discuss and make recommendations for budget codes previously considered by the Amenities and Services Committee.

**Resolved:- that**

- **The Finance and Corporate Governance Committee will consider the following budget codes at its January meeting and make income and expenditure recommendations for consideration by Full Council at the Annual Budget Meeting in January.**
  - Staffing**
  - Administration**
  - Cllr Expenses**
- **An extra meeting of the Finance and Corporate Governance Committee will be held in December to consider the following budget codes and make income and expenditure recommendations for consideration by Full Council at the Annual Budget Meeting in January.**
  - Cemetery**
  - Bus Shelters**
  - Toilets**
  - Street Lights**
  - Recreation including WSSA contribution**
  - Allotments**
  - CCTV**
  - Floral display**

**7 Financial Policies – to review.****a) Investment Policy**

**Resolved:- to approve the suggested amendments to the Annual Investment and Treasury Management Strategy.**

**b) Business Continuity Plan**

**Resolved:- to approve the Business Continuity Plan for 2023-24.**

**c) Cash Handling Policy**

**Resolved:- to approve the reviewed Cash Handling Policy.**

**8 Date and time of next meeting – to note.**

**Resolved:- to note that an extra meeting will be arranged for December 2023.**

**9 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.**

**Staffing matters - to discuss.**

A discussion took place on the Clerk’s report and it was

**Resolved:-** to recommend to Full Council that the Grievance , Discipline and Appeals panels are disbanded and that the terms of reference of the Finance and Corporate Governance are removed as outlined in the report and that a staffing committee is established with the following terms of reference

**Membership: Seven members of Full Council**  
**Quorum: Three**  
**Meeting Frequency – when required**  
**Reports to: Full Council**

**Role of the committee: The overall purpose of this committee is to effectively and efficiently discharge the Council’s duties as an Employer.**

- 1 To deal with grievance, disciplinary and capability matters to a final conclusion, in accordance with the Council’s Procedures, only reporting to Council when the time for any appeal has passed.
- 2 To be responsible for arranging the appraisal of the Town Clerk.
- 3 To review Terms and Conditions of service and salaries of staff.
- 4 To oversee any job evaluation process.
- 5 To review the organisational structure and necessary staffing levels.
- 6 To consider staffing reviews.
- 7 To prepare and maintain employment policies and procedures and the Staff Handbook.
- 8 To prepare and review Job Descriptions and Person Specifications.
- 9 To prepare and review Contracts of Employment.
- 10 To develop and review Health and Safety Policies and Procedures.
- 11 To consider any other matters delegated to the Committee by Council.
- 12 To oversee the recruitment and appointment of all staff except for the Town Clerk which, by recommendation of this Committee, must be appointed by full Council.
- 13 To develop the Council’s training policy and needs.
- 14 To monitor the annual staffing budget and make recommendations for future staffing budgets.

**Further Resolved:-**

- that due to its impact on staff workload the ongoing maintenance by the Town Council of the Shropshire Council owned public open spaces is considered at the October meeting of the Town Council with a committee recommendation that the maintenance of these areas by the Town Council ceases on 31.3.24.

Meeting ended 19.40

Chairman.....