

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Tuesday 17th October 2019 at 14.00 in the Eckford Suite, Edinburgh House, New Street, Wem

Present: - Cllr R Dodd (Chairman), Cllrs P Glover, P Broomhall, C Granger, P Dee, J Murray, E Towers.

Mrs P O'Hagan (Town Clerk).

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

Resolved:- to accept the following apology for absence.
Cllr Mellings

- 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 9th July 2019.

Resolved:- that the minutes of a meeting of the Finance & Corporate Governance Committee held on 9th July 2019 be approved as a correct record and signed by the Chairman.

Cllr Towers attended the meeting at 14.05

- 4 **Progress Report** – to note.

Resolved:- to note the report.

- 5 **2019-20 Accounts**

a) 2nd quarter Budget report - for consideration.
Several questions were asked about expenditure against specific budget codes but no concerns were raised.

Resolved:- to note the report.

b) 2020-21 Budget – to consider process for identifying 2020-21 budget requirements
It was explained that the process was now outlined in the delegated powers of each committee and that budget recommendations would be made at the committee meetings preceding the annual budget meeting. A discussion took place on the need for Full Council to decide the maximum amount of precept increase they were willing to accept prior to committee budget discussions.

Resolved:- to note the report and recommend that Full Council agrees the maximum % precept increase they are willing to accept at the November meeting of the Town Council.

- 6 **Policy Review** – to review the following policies
a) Financial Regulations - to consider updated regulations.
The Clerk updated the Councillors on the changes which were very minor.

Resolved:- to defer the adoption to May 2020.

- 7 **Risk Management-**
a) Generic Risk Assessments - to receive a report from meeting held with Health and Safety Advisor.
The Clerk explained that following the meeting she would be reformatting all the generic asset risk assessments with the help of the Health and Safety team at Shropshire Council who would review them once complete. She would also be doing the same for the Butler Sports Centre.

Resolved:- to note.

- b) Financial, Asset and Employee Management Risk Assessment - for review
The Clerk was asked to provide more information on how the risk level was calculated for each item and to amend the consequence / severity descriptions.

Resolved:- to adopt the risk assessment subject to the aforementioned amendments.

- 8 **Staffing**
a) Appraisals – to agree date and format for staff appraisals.
Clerk to carryout Groundsman's and Assistant Clerk in November. Clerks appraisal to be carried out by Mayor, Deputy Mayor and chair of Finance Committee in November.

Resolved:- to approve that;

- The Clerk would undertake the Assistant Clerk's appraisal and The Groundsman's appraisal in November.
- The Mayor, Deputy Mayor and Chairman of the Finance and Corporate Governance Committee will undertake the Clerks appraisal in November.

- b) Clerks computer – to consider quote for replacement.
The Clerk explained that only one quote had been received from the company that currently managed the Town Council's computer system.

Resolved:- to approve the quote and Clerk was instructed to place the order for the new computer.

- 9 **Training**
a) To review Councillors training attendance in line with training statement (copy enclosed).

Resolved:- to note the report.

- b) Practitioners Conference - to consider Clerks attendance at this conference The Clerk outlined the conference timetable.

Resolved:- to approve the Clerk's attendance at The SLCC Practitioners Conference.

c) Staff training – for discussion.

It was explained that as part of the discussions with the Health and Safety consultant there was a need for the Groundsman to undertake formal training in the operation of the following items

Brushcutter

Hedgecutter

Ride on Mower

Pedestrian Mower

Leaf Blower

The Clerk presented two quotes to deliver this training on site. She reported that 1 quote was for a competency certificate and the other quote was for a fully assessed qualification. Following a discussion it was

Resolved:- to

- **Contract Reaseheath college to deliver onsite training and assessments in the operation of the following items of equipment Brushcutter, Hedgecutter, Ride on Mower, Pedestrian Mowers and Leaf Blowers.**
- **Further Resolved that Assistant Clerk be offered the opportunity to attend website new accessibility guidelines training.**

10 Pension – to note late submission of data by payroll provider (Shropshire Council) and reason behind the late submission.

Resolved:- to note.

11 Date and time of next meeting – to note.

Resolved:- to note that the next meeting will be on Tuesday 14th January 2020 at 14.00

Meeting ended 14.45

Chairman.....

