

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Tuesday 15<sup>th</sup> January 2019 at 14.00 in the Eckford Suite, Edinburgh House, New Street, Wem

Present: - Cllr R Dodd (Chairman), Cllrs P Glover, C Granger, P Moyse, J Murray.  
Mrs P O'Hagan (Town Clerk).

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

**Resolved:-** to accept the following apologies for absence

**Cllr Dee**

Absent Cllr Towers

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 received

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 9<sup>th</sup> October 2018.

**Resolved:-** that the minutes of a meeting of the Finance & Corporate Governance Committee held on 9<sup>th</sup> October 2018 be approved as a correct record and signed by the Chairman.

4 **Progress Report** – to note.

**Safe** – The Clerk reported that she still had to purchase a safe or safe box to store the cemetery records in. However due to the wide variety of safes on the market it had been difficult to identify anything suitable. It was agreed that a budget of up to £500 be set to enable her to identify a suitable item.

5 **2018-19 Accounts**

**a) 3rd quarter budget report and balance sheet** - for consideration.

The Clerk presented the 3<sup>rd</sup> Quarter budget report along with an estimated year-end financial position report. A discussion took place on the financial situation and it was

**Resolved:-** to approve the report

**b) Internal Audit Plan, Statement of Internal Controls** – for review.

**Resolved:-** to approve the Internal Audit Plan and Statement of Internal controls

**c) Internal auditor** - to appoint.

**Resolved:-** to appoint JDH Business Services as internal auditor for the 2018-19 internal audit.

6 **Risk assessment** – for update on generic risk assessments for 2019 -20.

The Clerk presented the risk assessments for Love Lane Allotments and Love Lane Cemetery which had been drafted with the support of Shropshire Council Health and Safety Team. A discussion took place and it was

**Resolved:- to approve both risk assessments.**

- 7 **2019-20 Budget** – to consider Administration Budget and Cllr Expenses Budget for 2019-20.

The Administration and Cllr Expenses Budget for 2019-20 were considered and it was

**Resolved:- to recommend to the Town Council Budget Meeting that the following expenditure budget be set for Administration and Councillor Training and Expenses for 2019-20.**

<b>NET EXPENDITURE</b>	<b>2019-20</b>
<b>ADMINISTRATION</b>	
Postage & Telephone	1100
Stat, books, etc	600
Membership/ subs	3100
Audit	1500
Copier	900
Chain of Office	150
Mayors Allowance	1500
Mayors Hosp Allowance	750
Insurance	2500
Honours Boards	100
Election Expenses	1000
Legal Fees	1000
Bank Charges	250
Computer	1500
Townsmen Certs	90
Office/room hire	6500
Pat test	60
Finance package	880
Council Communication / website	600
Flags	0
Events	300
Data Protection Officer	0
Msc	100
<b>Total</b>	<b>£24,480</b>
<b>CLLR TRAINING and EXPENSES</b>	
Training Conferences	1000
Cllr Travel Expenses	75
<b>Total</b>	<b>£1075</b>

- 8 Councillor Training** - to consider quote for Be A Better Councillor Training course and if necessary, agree date for training.  
The Clerk presented a quote submitted by Gwilym Rippon Town Clerk for Bishop's Castle Town Council and also a trainer for SALC to run a 2 hour training session and it was

**Resolved:- to recommend that the quote be accepted and that training is organised for early March.**

- 9 Staff Review Working Party** – to receive a report from meeting held 10.1.19.  
The Chairman presented the report from the recent working party meeting. A discussion took place on the cost of employing an additional member of staff and the impact that this may have on the precept.

**Resolved:- to recommend that provision is made in the 2019-20 budget to employ a Finance Assistant for 10 hours a week at a hourly salary of £9.77. However the post would be first advertised at 5 hours a week with scope for additional hours encompassing other work areas if deemed appropriate.**

- 10 Date and time of next meeting** – to note.

**Resolved:- to note that the time and date of next meeting would be Tuesday 9<sup>th</sup> April 2019 at 14.00**

- 11 Exclusion of Public and Press**

To resolve that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

**Resolved:- to exclude the press and public**

- a) Staff appraisals** – to receive report

It was reported that all staff appraisals have now been completed.

**Resolved:- to note the report.**

- b) Staffing Budget for 2019-20** – to consider confidential report and make recommendations for 2019-20 staffing budget.

The Committee considered the 2019—20Budget salary review report and it was

**Resolved:- to recommend that;  
Litterpicker**

- That salary be increased in line with living wage increases.

**Assistant to the Town Clerk**

- Provision is made in the budget to increase the Assistant's salary to Scale 5 (2019 scale) on the NALC salary scales.
- That the Town Council agrees to review the Assistant's salary on an annual basis and subject to satisfactory performance the salary is increased by 1 increment each year up to a maximum of scale 6 in line with the LC1 below salary range.

**Groundsman**

- In recognition of the work carried out by the Groundsman and qualifications gained, that provision is made in the budget to increase the Groundsman's salary to scale 18 (2019 scale).
- That the Town Council agrees to review his salary on an annual basis and subject to satisfactory performance his salary is increased by 1 increment each year up to a maximum of scale 23. This is in line with the LC2 below salary range.
- That the Groundsman's job description is reviewed.

**Town Clerk**

(The Town Clerk left the room and took no part in discussions)

- Provision is made in the budget to increase the Town Clerk's salary to scale 37 (2019 SCP).
- That the Town Council agrees to review this salary on an annual basis and subject to satisfactory performance the salary is increased by 1 increment each year up to a maximum of scale 41. This is in line with the LC3 Substantive salary range.

**Staff training budget to increase to £1000 from £750 to allow for training of new staff member.**

**Staff travel budgets to remain at £350.**

Meeting ended 15.45

Chairman.....