

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Tuesday 9th July 2019 at 14.00 in the Tower Clock Suite, Edinburgh House, New Street, Wem

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

Mrs P O'Hagan (Town Clerk).

1 **Committee Chairman** – to elect Committee Chairman for 2019-20

Resolved:- to elect Cllr Dodd as Committee Chairman for 2019-20.

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

Resolved:- to accept the following apology for absence.

E Towers

3 **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

4 **Committee Minutes** - to approve as a correct record the minutes of a meeting of the Finance & Corporate Governance Committee held on 16th April 2019.

Resolved:- that the minutes of a meeting of the Finance & Corporate Governance Committee held on 16th April 2019 be approved as a correct record and signed by the Chairman.

5 **Progress Report** – to note

It was reported that as part of the GDPR compliance it was important to ensure old computer hard drives were properly wiped clean and disposed of and that the Clerk would be doing this with the old hard drives stored in the office.

Resolved:- to note the report.

6 **2019-20 Accounts**

a) 1st quarter Budget report - for consideration.

Resolved:- to note.

b) Shropshire Council Payroll Changes – for update

The Clerk reported that she was still waiting for the paperwork to set up the BACS payment system to be sent back by Shropshire Council so she could forward it to the Town Council's bank.

Resolved:- to note.

7 Policy Review – to review the following policies

a) 2019-20 Reserves Strategy

Resolved:- to recommend that the 2019-20 Reserves Strategy be adopted.

b) Financial Regulations

The regulations were reviewed at length and a number of amendments were made to ensure that the regulations reflected the expenditure powers delegated to committees.

Resolved:- to recommended that the amended Regulations are considered by Full Council for adoption.

c) Standing Orders

Standing orders were considered and amendment recommendations were made in relation to voting processes.

Resolved:- to recommended that the amended Standing Orders are considered by Full Council for adoption.

8 Staffing Review – to receive an update from Staffing Review Working Party meeting 1.7.19.

The report from the meeting was considered and a discussion took place on the need for additional staff support however due to uncertainties around the future location of the office and the need for a clear job description for any new employee it was

Resolved:- not to approve the recommendations of the working party and

- **To defer a decision on the appointment of a new member of staff for 6 months.**
- **To discuss with Wem Town Hall the feasibility of offering admin work experience as part of the Wem into Work programme**
- **To approve the payment of extra hours for the Assistant Clerk to undertake specific projects that were not possible for her to carry out during her normal hours and that payment for these hours can be vired from the Finance Assistant (4002) expenditure code.**

Cllr Broomhall left the meeting at 15.10

9 Councillor Training - to consider quote for Financial Training.

The quote received was considered and it was deemed to be too expensive for the Council's needs. A discussion took place on the type of training required and the Clerk suggested that it would be useful for Councillors to receive training based on the Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements in order to improve their understanding of the internal audit process.

The Clerk reported that she had approached another trainer and was waiting to hear back from her.

Resolved:-to note.

10 Making Tax Digital VAT – for update on the roll out of this initiative
The Clerk reported that she had participated in 2 webinars on this subject and that the roll out for the Town Council would be in October. The finance package has been updated to enable VAT to be submitted direct from the Rialtus Software.

Resolved:- to note.

11 Pension – to note that the re-enrollment process with the Pension Regulator was completed on 28.6.19

Resolved:- to note.

12 Date and time of next meeting – to note.

Resolved:- to note that the next meeting will be held on Thursday 10th October at 14.00.

13 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 press and public.

Resolved:- to recommend that the Groundsman is paid overtime for an additional 2 hours per week backdated to 1.6.19 until 30.9.19 to reflect his earlier summer start time of 07.30.

Meeting ended 15.20.

Chairman.....