

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Tuesday 19th July 2022 at 14.00 in the Roden Suite, Edinburgh House, New Street, Wem

Present: - Cllrs D Parry (Chairman), P Broomhall, R Dodd, P Glover, P Johnson, G Soul, E Towers.

Mrs P O'Hagan (Town Clerk)

- 1 **Election of chairman** – to elect a committee chairman for the year 2022-23.

Resolved:- to elect Cllr Parry as committee chairman for the year 2022-23

- 2 **Apologies** - to receive any apologies and reasons for absence.
Apologies were received from Cllr Granger.

- 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 17.5.22.

Resolved:- to approve as a correct record the minutes of the meeting of the Finance & Corporate Governance Committee held on 17.5.22 and they were duly signed by the chairman.

Cllr Johnson attended the meeting at 14.02.

- 5 **Progress Report** – to note.

Resolved:- to note.

- 6 **Accounts**

a) **2022-23 first quarter budget report** - for review.

Resolved:- to note the report.

b) **Bank Accounts** – to consider transfer of funds from Current Account to interest paying accounts.

Resolved:- to recommend £100,000.00 is transferred into the Town Council's CCLA Instant Access account and that two Councillor's from the committee meet with Clerk to consider if the CCLA Local Authority Property Fund may be suitable for longer term investments.

c) **Charge Card** – to consider signing up for a Unity Trust Corporate Charge Card to enable payments via the internet as per internal auditor’s recommendations.

Resolved:- to recommend that the Town Council applies for a Multi Pay Corporate Card from Unity Bank.

7 **Reserves Strategy**– to review.

Resolved:- to approve the review.

8 **Health and safety**

a) To consider updated action plan.

Resolved:- to note the updated action plan and review again at the next meeting.

b) To review risk assessments

Each risk assessment was considered and several amendments were suggested including the change of wording relating to weather conditions from poor weather to extreme weather.

Resolved:-

- **That the Clerk be instructed to amend the risk assessments as per the comments made at the meeting and circulate the amended assessments to the committee before the next meeting.**
- **The Clerk raise the matter of the flag poles again with the Town Hall at the liaison group meeting on 27.7.22.**

c) To review lone worker procedures

Concern was raised by staff members meeting residents and contractors alone.

Resolved:- to amend the procedure to state that no staff member should attend a meeting with a resident on their own without prior authority from the Clerk or in the Mayor/ Deputy Mayor or Chairman of the Finance and Corporate Governance Committee.

9 **Staff Training**

Clerks Iosh Managing Safely Qualification - to consider updating.

It was reported that a price had not been given for this training so it was recommended to defer this to the next meeting.

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

Resolved:- to note that the next meeting will be held on 11th October 2022 at 14.00.

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 (none present).

Town Clerks additional hours – for discussion.

Resolved:- to recommend that

- **Due to the Clerk’s excess hours accrued to date, on a trial basis from 1.9.22 until 1.4.23, as long as sufficient additional hours have been worked in advance, the Clerk is permitted to work a 9 day fortnight with the 2nd Friday of every other week taken as TOIL.**
- **To approve Project Assistant changing her working days to Thursday and Friday from 1.9.22.**

Meeting ended 14.00

Chairman.....