

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Tuesday 14th January 2020 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, C Mellings, 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 Towers, Cllr Dee.

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 17th October 2019.

Resolved:- that the minutes of a meeting of the Finance & Corporate Governance Committee held on 17th October 2019 be approved as a correct record and signed by the Chairman.

4 Progress Report – to note.

The Clerk reported that the asset risk assessments had now been transferred onto the new format.

Resolved:- to note the report.

5 2019-20 Accounts

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

Resolved:- to note the report.

b) **Internal Audit** - to consider the following items

i) Statement of Internal Controls

Resolved:- to make the following amendment to the control:-

Payments – The Mayor checks the monthly bank reconciliation and petty cash reconciliation and signs bank statements to prove they agree with the reconciliation and provides a report on these financial checks to the Full Council on a quarterly basis.

ii) Effectiveness of the System of Internal Audit

Councillors considered the effectiveness of the Town Council's internal audit procedures and following the amendment relating to the formal reporting of The Mayor's financial checks it was:-

Resolved:- that once the aforementioned amendment to the Town Council's internal controls had been implemented the Town Council will have a robust and effective internal audit procedure.

c) Internal auditor and Internal Audit Plan - to approve Audit Plan and appoint internal auditor for 2020.

It was noted that the financial risk management had been reviewed on 17.10.19.

Resolved:-

- To appoint JDH business Services as internal auditor for 2019-20 but to note the need to seek quotes from other companies for 2020-21.
- To amend the Internal Auditors' terms of reference under petty cash procedures to state is petty cash expenditure checked by the Mayor during his monthly financial checks.

6 2020-21 Budget – to consider Administration Budget and Cllr Expenses Budget for 2020-21.

Resolved:- to recommend approval of the following expenditure budgets for 2020-2021

NET EXPENDITURE	
	2020/21
ADMINISTRATION	
Postage & Telephone	£1,100
Stat, books, etc	£600
Membership/ subs	£3,100
Crewe Sh. Rail Assoc.	£0
Audit	£1,500
Copier	£1,000
Chain of Office	£150
Mayors Allowance	£1,500
Mayors Hosp Allowance	£750
Insurance	£2,500
Honours Boards	£100
Election Expenses	£1,000
Legal Fees	£1,000
Bank Charges	£400
Computer	£1,000
Townsman Certs	£90

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Office hire	£6,500
Pat testing	£60
RBS Finance support	£880
Communication / website	£600
Flags	£0
Events	£500
Msc	£150
Total	£24,480
<u>CLLR EXPENSES</u>	
Training Conferences	£1,000
Cllr Travel Expenses	£75
Total	£1,075

- 7 Staffing** – to consider the reconvening of the Staffing Review Working Party to consider the creation of new administration post.
A discussion took place on this item and what would be the most appropriate role to create to relieve the current workload of existing staff.

Resolved:- that the Staffing Review Working Party is reconvened to consider the development of a new administration role and to report back to the next meeting.

- 8 Website Accessibility** – to receive a report from training attended by Assistant Clerk. The report from the Assistant Clerk was presented and the Clerk explained that she was still waiting to hear back from Web Orchard regarding this issue.

Resolved:- to defer a decision on additional training until the next meeting so that information can be sought from the Town Council’s current website provider.

- 9 Date and time of next meeting** – to note.
Cllr Towers attended the meeting at 14.50

Resolved:- to change date of the next meeting to 21st April 2020

10 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 (none present)

a) Changes to Groundsman’s Hours – to discuss.

The Clerk explained that the trial of the Groundsman’s earlier start time of 7.30 am during the summer months had been successful especially in light of the additional grasscutting he now had to undertake. It was recommended that this be approved for

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2020-21 and provision made in the a staffing budget to pay overtime of 2 hours a week during this period.

Resolved:-

- **To approve the payment of 2 hours a week overtime to the Groundsman between 1.4.20 – 30.9.20 to enable him to have an earlier daily start time of 07.30**
- **To make provision in the staffing budget for this overtime payment.**
- **To review this agreement on an annual basis.**

b) Staffing Budget for 2020-21 – to consider confidential report and make recommendations for 2020-21 staffing budget.

The Committee considered the 2020-21 staffing budget report. It was reported that as the national agreement on Local Government Pay Scale increases had been delayed on the advice of SALC and mirroring other council's a 3% pay increase had been added to the salary budgets of staff on NJC contracts and these figures would be amended accordingly once a national agreement is reached.

Resolved:- to recommend that:-

Litterpicker - That salary be increased in line with minimum wage increases.

Assistant to the Town Clerk

Due to satisfactory performance over the previous year to award a pay rise of one increment to NJC Scale 6.

Groundsman

Due to satisfactory performance over the previous year to award a pay rise of one increment to NJC Scale 19.

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

Due to satisfactory performance over the previous year to award a pay rise of one increment to NJC Scale 38.

Other

Staff training - Budget to be maintained at £1000, Staff travel budgets to remain at £350.

Msc staffing - Budget to remain the same at £2000

Additional worker - Provision is made in the budget to employ an additional member of office staff on scale 4 for 10 hours a week.

Pension - Budget is increased by in line with the McCloud Judgement figure on the pensions statement.

National Insurance - Payments are increased to reflect staff salary increases.

Payroll Services - Provision is made in the budget to enable the Town Council to use contract payroll services to Shropshire Council.

Meeting ended 15.15.

Chairman.....