

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Tuesday 11<sup>th</sup> October 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  
Mrs P O'Hagan (Town Clerk)

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

Apologies received from Cllr Granger.  
Absent – E 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.

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 19.7.22.

**Resolved:- to approve as a correct record the minutes of the meeting of the Finance & Corporate Governance Committee held on 19.7.22 and they were duly signed by the chairman.**

**4 Progress Report** – to note.

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

**5 Accounts**

a) 2022-23 second quarter budget report - for review.

**Resolved:- to note the budget report and recommend that £85,000 is transferred from the Town Council's Unity Account to the Nationwide Business Saver account.**

b) Nayax payments – to discuss.  
Cllr Johnson joined the meeting at 14.10.  
A discussion took place on the way the payment system with Nayax operated.

**Resolved:- to monitor the situation and to await a response from Nayax regarding switching to direct debit payments.**

c) 2023-24 Budget – to consider process for identifying 2023-24 budget requirements and consider briefing note.

**Resolved:- that**

- **The Finance and Corporate Governance Committee will consider the following budget codes at its January meeting and make income and**

expenditure recommendations for consideration by Full Council at the Annual Budget Meeting in January 2023.

Staffing

Administration

Cllr Expenses

- The Amenities and Services Committee will consider the following budget codes at its December meeting and make income and expenditure recommendations for consideration by Full Council at the Annual Budget Meeting in January 2023.

Cemetery

Bus Shelters

Toilets

Street Lights

Recreation including WSSA contribution

Allotments

CCTV

Floral display

- All other codes to be considered by the Full Council at the Annual Budget Meeting held in January.
- When considering the 2023-24 budget Committees are to be asked to limit significant budgetary increases unless there is a justifiable reason to do so or savings can be made elsewhere.

d) Internal Auditor – to appoint for 2023-24.

**Resolved:- to appoint JDH Business Services the Town Council’s internal auditor for 2023-24.**

**6 Financial Policies – to review.**

a) Investment Policy and Treasury Management Strategy.

**Resolved:- to approve the review with no amendments.**

b) Business Continuity Plan.

**Resolved:- to approve the review.**

c) Cash Handling Policy.

**Resolved:- to approve the updated policy.**

**7 Health and safety**

a) To consider updated action plan.

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

**8 Staffing**

a) Training Clerk’s Iosh Managing Safely Qualification - to consider quote received.

**Resolved:-** to approve the quote for the Clerk's Iosh Course and recommend that any overspend in the staff training budget for 2022-23 is allocated from the staffing earmarked reserves.

b) Project Officer CILCA Training - to discuss. The Clerk explained that as the 4 CILCA training sessions were held during the Assistants working hours she would like to allocate an additional 12 hours overtime to the Project Assistant to enable her to make up the hours missed during each session.

**Resolved:-** to approve the allocation of 12 hours overtime for the Project Assistant. 3 hours extra to be worked in the weeks that a CILCA training session is held.

c) Appraisals – to agree date and format for staff appraisals.

**Resolved:-** that the Clerk will undertake staff appraisals during November and that the Mayor and Deputy Mayor will undertake the Clerk's appraisal in November.

## 9 Risk management

Financial, Asset and Employee Management Risk Assessment - for review and to consider if financial regulation 6.18 is sufficient to cover the risk management of the corporate multipay card.

The updated risk assessment was reviewed and it was

**Resolved:-** to

- **Approve the review of the Financial, Asset and Employee Management Risk Assessment with no amendments.**
- **Not to have a separate policy regarding management of the corporate multipay card as it was sufficiently covered in the Financial Regulations but to recommend the following amendment Financial Regulation 6.18 to state**

*Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk up to a monthly limit of £500 and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.*

## 10 Office Telephone Equipment – to consider quotes for both mobile and office telephone equipment changes.

The Clerk presented a report on the office telephone system and recommended that this be considered as part of the 2023-34 budget discussions. It was appreciated that there was now a need for individual staff telephone numbers but that the cost of leaving the existing contract was too high.

**Resolved:-** to make allocation in the 2023-24 budget to change the telephone system and defer a final decision on the matter to the April meeting of the committee.

**11 Date and time of next meeting – to note**

**Resolved:- that the next meeting will be held on Tuesday 10<sup>th</sup> January 2023 at 14.00.**

Meeting ended 14.45

Chairman.....