

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Tuesday 12th October 2021 at 10.00 in the Roden Suite, Edinburgh House, New Street, Wem

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

Mrs P O'Hagan (Town Clerk).

- 1 **Apologies** - to receive any apologies and reasons for absence
None received.
Absent P Glover
- 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 22.6.21.

Resolved:- to approve as a correct record the minutes of a meeting of the Finance & Corporate Governance Committee held on 22.6.21 and they were duly signed as a correct record.

Cllr Towers entered the meeting at 10.02

- 4 **Progress Report** – to note.

Resolved:- to note the report.

- 5 **Accounts**
 - a) to consider 2nd quarter budget report.

Resolved:- to note the 2nd Quarter report.

- b) 2022-23 Budget – to consider process for identifying 2022-23 budget requirements.

Resolved:- to recommend that the process for the 2022-23 budget setting will be as follows

- **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 2022.**
 - 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 2022.

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 2022-23 budget Committees are asked to limit any budgetary increases to a maximum of 2% unless there is a justifiable reason to exceed 2% or savings can be made elsewhere.
- That the Clerk prepares a 3 year forward budget for consideration based on an annual 2% precept increase.

c) Internal Auditor – to appoint for 2021-22

To appoint JDH Business Services as the Town Council's internal auditor for 2021-22.

6 Policy review – to review the following policies/ procedures and registers

a) Investment Policy

Resolved:- to approve the review of the policy with no changes.

b) Business Continuity Plan

Resolved:- to approve the review of the plan with no changes.

c) Data Retention Policy and list of documents for retention.

A discussion took place on whether to explore the cost of scanning old files and the use of a shared drive on Office 365 for future sharing of meeting papers and to consider this at the next meeting as part of 2022-23 budget discussions.

Resolved:- to approve the review of the policy with no changes.

d) Data Protection Policy and Data Audit

Resolved:- to approve the review of the policy with no changes and note the audit.

f) Social Media Policy –

Resolved:-

- To approve the review with the minor amendment that only staff authorised by the Clerk are allowed post on the Town Council's social media platforms.

- **That the Clerk draft some informal guidance for Councillors on the use of non-Town Council social media platforms.**

g) Press Policy

Resolved:- to approve the policy review with no changes.

The Clerk was asked to produce a pack of all updated policies for distribution to all councillors.

7 Reserves Management –

a) to consider reserves strategy.

Resolved:- to approve the reserves strategy for 2021-22.

8 Risk management

a) Financial, Asset and Employee Management Risk Assessment - for review

The risk assessment was reviewed and it was

Resolved:- to approve the Financial, Asset and Employee Management Risk Assessment.

9 Staffing

a) Vacancy - for update of appointment of Project and Finance Assistant

It was reported that under delegated authority given to the Mayor, Deputy Mayor and Chairman of the Finance and Corporate Governance Committee under minutes point 71/a 30.9.21 the position of Project and Finance Assistant had been offered to Amanda Roberts who had verbally accepted the position. Councillors considered the appointment letter and statement of particulars.

Resolved:- to

- **Approve the appointment letter and statement of particulars.**
- **To recommend that a break in service up to a maximum of 30 days is permitted for new employees who request previous service from a qualifying authority to be taken into consideration.**
- **To add the Rialtus package onto the new laptop and arrange training on the programme.**

b) Staff Handbook and Policy review – to consider draft policies.

It was reported that the policies have not been received yet.

Resolved:- to delegate Authority to the Clerk, Mayor, Deputy Mayor and Chairman of the Finance and Corporate Governance to review the redrafted policies and report back to Full Council.

10 Date and time of next meeting – to note.

Resolved:- to note the next meeting will be held at 10.00 on Tuesday 11th January 2022

Meeting ended 10.40

Chairman.....