

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Tuesday 7th July 2020 at 14.00 on the Zoom Virtual Meeting Platform

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

Mrs P O'Hagan (Town Clerk).

- 1 **Apologies** - to receive any apologies and reasons for absence
None received.
- 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 received.
 - 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 14th January 2020.

Resolved:- that the minutes of a meeting of the Finance & Corporate Governance Committee held on 14th January 2020 be approved as a correct record and signed by the Chairman.

- 4 **Progress Report** – to note.

Resolved:- to note the report

- 5 **Finance 2020-21 1st Quarter budget Report** – for consideration.
The Clerk explained that the telephone budget was over budget due to the transfer of the office phone to her home and the sheer volume of extra calls that had to be made during lockdown.

Resolved:- to approve the 1st quarter Budget Report.

- 6 **Reserves Management** – to consider reserves for earmarking.
A discussion took place concerning increasing the amount of earmarked reserves for the Bulmer Cottage Fund as this was to be depleted once the swimming pool works are completed.

Resolved:-

- **To recommend that the following reserves are earmarked from general reserves - Transformation fund - £8000
Cemetery Extension - £8000**
- **To consider increasing the earmarked reserves for the Bulmer Cottage Fund at the January 2021 committee meeting.**

Policy Review – to review the following policies

a) Investment Policy

Resolved:- to approve the reviewed policy

b) Business Continuity Plan

Resolved:- to approve the reviewed policy

c) Data Retention Policy

Resolved:- to approve the reviewed policy

d) Data Protection Policy

Resolved:- to approve the reviewed policy

e) Staff Handbook and Staffing Policies

Resolved:- to approve the reviewed policy

f) Social Media Policy

Resolved:- to approve the reviewed policy

g) Press Policy

Resolved:- to recommend that the press policy be adopted by Full Council.

8 Staffing

a) Covid 19 Risk assessments – to review

The Clerk explained that due to the changes and challenges faced as the lockdown measures lift the risk assessment was very much a dynamic document and subject to change.

Resolved:- to approve the staff risk assessment.

b) Office mobile phone – to consider

A discussion took place on the need for a mobile phone for use primarily by the Town Clerk and the need to transfer the Groundsman's mobile phone contract to the Town Council from WSSA.

Resolved:-

- To enter into a 12 month mobile phone contract with EE at a cost of £252 plus £25 for the handset.
- To transfer the Groundsman's telephone contract to the Town Council once his current contract ends.

c) Town Clerks Overtime – to review

It was explained that the overtime had built up during the lockdown period when the Clerk had worked additional hours during a period of annual leave.

Resolved:- to recommend the payment of 30 hours of overtime for the Town Clerk with the remainder being taken as time off in lieu.

9 Website Accessibility – to receive an update.

The Clerk reported that an accessibility statement along with a widget overlay had been uploaded onto the website and all documents were now being uploaded where possible in word format but that more work is required before the site is fully compliant with the new regulations.

Resolved:- to note the report

10 Date and time of next meeting – to note.

Resolved:- to note next meeting will be held Tuesday 6th October at 14.00 via zoom virtual meeting platform.

11 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 press and public – none present.

Staffing – to consider notes from Staffing Review Working Party meeting held 17.2.20 and receive report from meeting held with Shropshire Council

Resolved:- to recommend that Shropshire Council is engaged at a cost of £1000 funded from general reserves to undertake a staffing review of the Town Council's office based staff with the remit of

- Undertaking a review of existing roles and job descriptions to see if fit for purpose;
- Consultation meetings with relevant Members / Staff / Stakeholders and associated preparation;
- Provide a written report outlining key findings, with recommendations and options;
- Provide a revised structure chart supported by costings and updated job descriptions and support for the implementation of any changes, e.g. consultation, including outcome letters and relevant documentation

Cllr Granger left the meeting at 14.35

Litterpicker Sick Leave – to approve cover arrangements.

Resolved:- to appoint William Gardner Rose from 7.7.20 as relief litter picker to provide annual leave and sick leave cover at the same pay rate as the existing litterpicker.

Meeting ended at 14.40

Chairman.....

