

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Tuesday 6th December 2016 at 14.00 in The Eckford Suite, Edinburgh House, New Street, Wem

Present: - Cllr C J Mellings (Chairman), Cllrs Mrs R Dodd, E Towers and Mrs P Dee. Mrs P O'Hagan (Town Clerk).

- 1 **Apologies** - To receive any apologies and reasons for absence.
Resolved:- to accept the following apologies for absence
J Murray, P Moyse, C Granger.
- 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 – non 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 13th September 2016
Resolved:- that the minutes of a meeting of the Finance & Corporate Governance Committee held on 13th September 2016 be approved as a correct record and signed by the Chairman.
- 4 **Progress Report** – to receive progress report on items raised at previous meeting.
Resolved:- to note the report.
- 5 **Financial Matters**
 - a) **Budget report** - To consider budget report statement up to 6.12.16. A copy of the budget report statement was considered and it was;
Resolved:- to note the report
 - b) **Internal Controls** - To approve internal controls for collection and banking of toilet income. It was reported that following discussions with the internal auditor during the interim audit that the level of cash to be held in the office be amended to be in line with the amount covered by the insurance policy.
Resolved:- to recommend approval of the internal controls for collection and banking of income.
 - c) **Management of financial reserves** – for update on meeting held with CCLA to discuss investment of reserves. Cllr Mellings reported that he and The Clerk had met with a representative from CCLA to discuss options available to the Town Council for depositing some of The Council's reserves into both a long term and short term account. Following a discussion on the need to seek independent financial advice along with the need for a reserves management policy in order to progress this issue it was

Resolved:- to recommend that the Town Council seeks independent financial advice on the Town Council's reserves prior to the next meeting of the Committee when the matter can be considered in more detail along with a reserves policy.

d) Investment Policy - for review.

The Clerk reported that in light of the outcome of the previous agenda item she had not produced a review of the policy.

Resolved:- to defer the policy review until the February committee meeting so that the policy can be reviewed along with any the reserves policy that is to be considered

- 6 Interim Internal Audit** – to discuss report produced following the interim internal audit. The report was considered and the following items were raised. The Clerk reported that the majority of items mentioned in the report had been implemented and that a reserves strategy would be drawn up for consideration by the committee at its next meeting.

Resolved:- to recommend that Financial Regulations 11.1.h be amended to state the following:-

When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

So that the figure whereby a formal tender process is required is consistent with standing orders at £60,000.

- 7 Policy Review to undertake a review of the following policies.**

The following policies were reviewed,

a) Complaints Policy

Resolved:- to recommend adoption of the updated policy.

b) Freedom of Information.

Resolved:- to recommend adoption of the updated policy.

c) Data Protection.

Resolved:- to recommend adoption of the updated policy.

d) Retention of Information

Resolved:- to recommend adoption of the updated policy.

- 8 2017/18 Budget** – to discuss 2017-18 budget.

The first draft of the budget and format for the budget meeting was presented for discussion.

Resolved:- to note the report.

9 Health and Safety

a) Lone working – to discuss lone working procedures for Groundsman and relief litter picker.

It was reported that due to the fact that The Groundsman and Relief Litter Picker were both classed as lone workers it is recommended that an emergency cascade system is established along with a call in system for lone working staff.

The Clerk explained that until a better procedure could be identified a call in system had been developed with the Groundsman whereby he reported in via email/phone call each lunchtime and that an emergency contact sheet needed to be created for his family in the event he did not return from work. However this system did have problems as it did not account for times when the office was unstaffed and an alternative system needed to be developed for all staff.

Resolved:- that the Clerk would research call in procedures for lone working staff and report back to the next meeting.

10 Date and time of next meeting – to review.

Resolved:- to note next meeting to be held 14.2.17.

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.

a) To receive a report following completion of staff appraisals.

It was reported that staff appraisals for the Town Clerk, Groundsman and Assistant Clerk had all been completed and that a 6 month light touch review of objectives set for the Town Clerk would take place in June.

Resolved:- to note.

b) To review staff salaries

A report on Staff Salaries was considered by the committee and it was

Resolved:- to recommend approval of recommendations as outlined in the staff salary review report.

Meeting ended 15.40

Chairman.....