

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Tuesday 11<sup>th</sup> January 2022 at 10.00 in the Roden Suite, Edinburgh House, New Street, Wern

Present: - Cllrs R Dodd (Chairman), P Broomhall, P Glover, C Granger, P Johnson, D Parry, G Soul.  
Mrs P O'Hagan (Town Clerk).

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

**Resolved:-** to accept the following apology from Cllr 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.  
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 12.10.21.

**Resolved:-** to approve as a correct record the minutes of a meeting of the Finance & Corporate Governance Committee held on 12.10.21 and they were duly signed as a correct record.

4 **Progress Report** – to note.

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

5 **Accounts**

a) to consider 3rd quarter budget report.

**Resolved:-** to note the 3<sup>rd</sup> quarter 2021-22 budget report to 31.12.21.

b) Audit - to consider the following items.

i) Statement of Internal Controls.

**Resolved:-** to approve the statement of internal controls.

ii) Effectiveness of the System of Internal Audit.

**Resolved:-** to note that a review was undertaken by the committee of the Town Council's system of internal audit and to recommend to the Town Council that

- The Internal Auditor met the Council's expected standards, and the Committee were satisfied that the system of internal audit was effective.
- That the recommendations provided in the internal auditor's reports had been implemented.

iii) Audit Plan - to approve the Audit Plan.

**Resolved:- to approve the audit plan for financial year 2021-22.**

- 6 **2022-23 Budget** – to consider Administration Budget and Cllr Expenses Budget for 2022-23.

Cllr Glover entered the meeting at 10.11

**Resolved:- to recommend to Full Council that the following budget is adopted for Administration and Cllr Expenses in 2022-23.**

<b><u>NET EXPENDITURE</u></b>	<b>Recommended</b>
	<b>2022-23</b>
<b><u>ADMINISTRATION</u></b>	
Postage & Telephone	<b>£1,500</b>
Stat, books, etc	<b>£400</b>
Membership/ subs	<b>£3,500</b>
Audit	<b>£1,600</b>
Copier	<b>£950</b>
Chain of Office	<b>£150</b>
Mayors All	<b>£1,500</b>
Mayors Hosp All.	<b>£750</b>
Insurance	<b>£1,900</b>
Honours Boards	<b>£120</b>
Election Expenses	<b>£1,000</b>
Legal Fees	<b>£1,000</b>
Bank Charges	<b>£400</b>
Computer	<b>£1,900</b>
Townsmen Certs	<b>£100</b>
Office/room hire	<b>£8,000</b>
Pat test	<b>£75</b>
Finance package	<b>£1,000</b>
Communication / website	<b>£600</b>
Events	<b>£500</b>
Msc	<b>£150</b>
<b>Total</b>	<b>£27,095</b>
<b><u>CLLR EXPENSES</u></b>	
Training Conferences	<b>£1,000</b>
Cllr Travel Expenses	<b>£75</b>
<b>Total</b>	<b>£1,075</b>

- 7 **Staff Handbook and Policy Review** – for update

It was reported that a first draft had been produced and revisions were being carried out before the review could be completed.

**Resolved:-** to delegate authority to the Chairman, Mayor and Clerk to consider the final draft and make recommendations for its adoption to full council.

**8 Social Media Guidelines for Councillors and Staff – to consider.**

**Resolved:-** to recommend adoption of the social media guidelines.

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

**Resolved:-** to defer setting a date until a date of the year end accounts closedown has been established.

**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

a) Groundsman's Summer Hours – to review.

**Resolved:-**

- To approve the continued payment of 2 hours a week overtime to the Groundsman between 1.4.22 – 30.9.22 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 continue to review this agreement on an annual basis.

b) Staffing Budget for 2022-23 – to consider confidential report and make recommendations for 2022-23 staffing budget.

The Clerk reported that all appraisals had been completed and that a recommendation had been made that those staff not already at the top of their salary scale or during their probationary period be awarded an incremental pay rise.

**Resolved:-** to recommend that:-

- Allocation is made in the budget for a 2% salary increase of all staff to cover the cost of a NJC National Salary Award for 2022-23.
- Litterpicker - That following advice received during the contract review the litterpicker is placed on NJC Salary Scale 3 instead of the minimum wage.
- The Groundsman is awarded a pay award of one increment to NJC scale point 22.
- The Town Clerk be awarded a pay award of one increment to NJC scale point 40.
- Staff Training Budget to be maintained at £1000, staff travel budgets to remain at £350.

- **Pension Budget is increased in line with salary increases along with a further allocation to cover anticipated costs associated with the McCloud Judgement.**
- **National Insurance Budget is increased to reflect staff salary increases and associated increases in employer contributions.**
- **Payroll Services budget is maintained.**
- **The 2022-23 staffing budget is set at £121,227.**

**Further Resolved to recommend that:**

- **The Projects and Finance Assistant is enrolled on the Certificate of Local Council Administration Course at a maximum cost of £1000.**
- **This resolution will be subject to Whixhall Parish Council agreeing to fund 25% of this cost. The Town Council’s contribution to the cost of the training to be funded by earmarking part of any underspend in the 2021-22 staffing budget for this purpose.**

Meeting ended 10.35

Chairman.....