

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Tuesday 12<sup>th</sup> January 2021 at 14.00 on the Zoom Virtual Meeting Platform

Present: - Cllrs C Mellings (Chairman), P Broomhall, C Granger, E Towers

Mrs P O'Hagan (Town Clerk).

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

**Resolved:-** To approve the following apologies for absence from Cllr Glover and Cllr Dee.

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 6<sup>th</sup> October 2020.

**Resolved:-** that the minutes of a meeting of the Finance & Corporate Governance Committee held on the zoom virtual meeting platform on 6<sup>th</sup> October 2020 be approved and authority was given for them to be signed by the Chairman at a later date.

4 **Progress Report** – to note

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

5 **Finance Reports**

a) **3rd quarter budget report and balance sheet** - for consideration.

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

b) **Internal Audit** - to consider the following items.

i) Statement of Internal Controls.

The Clerk highlighted some minor amendments and once these were corrected it was:

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

ii) Effectiveness of the System of Internal Audit.

The effectiveness of the internal audit system was reviewed as per the Audit Plan and it was

**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.

c) **Audit Plan** - to approve the Audit Plan.

**Resolved:- to approve the audit plan.**

6 **2021-22 Budget** – to consider Administration Budget and Cllr Expenses Budget for 2021-22.

**Resolved:- to recommend to Full Council the following budget be set for Administration and Cllr Expenses.**

<b>ADMINISTRATION</b>	
Postage & Telephone	£1,500
Stat, books, etc	£500
Membership/ subs	£3,500
Audit	£1,500
Copier	£1,000
Chain of Office	£150
Mayors Allowance	£1,500
Mayors Hospitality	£750
Insurance	£2,000
Honours Boards	£100
Election Expenses	£1,000
Legal Fees	£1,000
Bank Charges	£400
Computer	£1,250
Townsmen Certs	£90
Office/room hire	£8,000
Pat test	£60
Finance package	£940
Communication / website	£600
Flags	£0
Events	£500
Climate change	
Msc	£150
<b>Total</b>	<b>£26,490</b>

<b>CLLR TRAVEL EXPENSES</b>	
Training Conferences	£1,000
Cllr Travel Expenses	£75
<b>Total</b>	<b>£1,075</b>

7 **Staffing**

a) Job Description and Advert – to review application pack.

The application pack was reviewed and minor amendments made. Following a discussion it was

**Resolved:- to recommend that**

- **The application pack be approved.**
- **The vacancy is advertised in March subject to confirmation being received from Shropshire Council on the cost of additional office space.**
- **Interviews are conducted by the Mayor, Deputy Mayor and Town Clerk with Chairman of the Finance and Corporate Governance Committee as reserve.**
- **Delegation is given to the interview panel to manage the interview process and appoint the most suitable candidate following interview and subject to references.**
- **Cost of advertising and recruitment is vired from underspend in the 2020/21 staffing budget.**

b) Appraisals – to receive a report on.

It was reported that the Clerk had completed The Groundsman's appraisal and that the Assistant Clerk's appraisal would be completed by the end of January and that hers was scheduled for 18<sup>th</sup> January 2021.

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

c) Staffing arrangements during lockdown period – for update.

The Clerk updated on arrangements and reported that an updated risk assessment had been circulated to all staff.

**Resolved:- to note.**

**8 Website Accessibility – to receive an update.**

It was reported that further guidance had been sought on the accessibility regulations and the website was being updated when time allowed.

**Resolved:- to note.**

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

**Resolved:- to note that the next meeting would be held on Tuesday 20<sup>th</sup> April 2021 at 14.00.**

**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 public and press (none present).**

a) Groundsman's Summer Hours – to review.

**Resolved:-**

- To approve the continued payment of 2 hours a week overtime to the Groundsman between 1.4.20 – 30.9.20 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 2021-22 – to consider confidential report and make recommendations for 2021-22 staffing budget.

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

**Litterpicker - That salary be increased in line with minimum wage increases.**

**Assistant to the Town Clerk**

**Due to changes in job role from 1.4.21 salary will be graded at NJC Scale 6.**

**Groundsman**

**A separate code for groundsman’s overtime to be created so it is not incorporated into his annual salary code. Due to satisfactory performance over the previous year to award a pay rise of one increment to NJC Scale 20.**

**Town Clerk - Recommendation to be made following appraisal on 18.1.21.**

**Finance and Projects Officer - Salary to be advertised at NJC Scale 10 as previously agreed.**

**Other**

**Staff training** - Budget to be maintained at £1000, staff travel budgets to remain at £350.

**Msc staffing** - Budget to reduce to £1000 as new employee will reduce the need for overtime.

**Pension** - Budget is increased in line with the McCloud Judgement figure on the pensions statement.

**National Insurance** - Payments are increased to reflect staff salary increases.

**Payroll Services** - Provision is made in the budget to enable the Town Council to use contract payroll services to Shropshire Council.

**Resolved:- to approve the recommendation for setting the budget of £116,174 subject to outcome of the Clerk’s appraisal.**

c) Staff sick leave – for update.

**Resolved:-to note the update given .**

Meeting ended 15.25

Chairman.....