

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Tuesday 13<sup>th</sup> September 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, P Moyse, Mrs C Granger, Mrs P Dee and J Murray. 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.

<b>Councillor</b>	<b>Item</b>	<b>Dispensation</b>
Shropshire Councillors Cllr Mellings and Cllr Dee	Twin-hatted members declared a personal interest in any matters relating to the Town Council's relationship with Shropshire Council	Dispensation previously granted to allow participation and voting on all matters relating to Shropshire Council

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 21<sup>st</sup> June 2016.

**Resolved:-** that the minutes of a meeting of this Committee held on 21<sup>st</sup> June 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.

It was reported that as part of the internal controls The Mayor has completed the financial checks of bank statements and invoices along with other internal financial checks for the months of July and August and found no areas of concern.

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

**5 Financial Matters**

**a) Budget report** - To consider budget report statement up to 13.9.16.  
The report was presented at the meeting and it was

**Resolved:-** to note the report

**b) Internal Controls** - To approve internal controls for collection and banking of toilet income.

A discussion took place on this and the Clerk presented a report outlining procedures for handling of cash.

**Resolved to recommend:** - That the procedures for the handling of cash are discussed with the internal auditor prior to formal adoption of the procedures.

**c) Earmarking reserves** – for update.

It was reported that there had been no work carried out on this issue as the transfer of the current account took longer than expected.

**Resolved:**- to defer this item until early 2017 when a clearer picture of reserves available.

**d) Annual Return** – to note external auditors report on the annual return. The Clerk reported that the external auditor had returned the annual return and had found no concerns. As a result of this the completion notice has been posted on the noticeboard and website.

A discussion took place and the committee stated that it was frustrating that the error in the qualification, relating to the Town Council's investments, recorded on the 2015-16 annual return by the external auditor had not been acknowledged as a mistake by Mazars.

**Resolved:**-to note the completion of the annual return and the need to review the asset register values for the 2016-17 audit in line with changes to proper practices.

## **6 Policy Review**

### **a) To undertake a review of standing orders**

The updated model standing orders issued by NALC in relation to the Town Council's existing standing orders were reviewed. The Committee considered minor amendments to the 2016 model document based on the Town Council's existing standing orders. Cllr Mellings agreed to seek clarification on the tender levels in the document and how they related to the levels set in the financial regulations.

**Resolved:**- that once clarification had been received on tender levels to recommend that the 2016 amended model standing orders be adopted.

### **b) To undertake a review of financial regulations.**

The updated model financial regulations issued by NALC in relation to the Town Council's existing financial regulations were reviewed. The Committee considered minor amendments to existing regulations.

**Resolved:**- to recommend that the 2016 amended model financial regulations be adopted.

### **c) To approve internal audit policy review.**

It was reported that as part of the internal controls the Internal Auditor planned to undertake the review of all the Town Council's existing policies with the Town Clerk in October.

**Resolved**:- to recommend approval of the review.

- 7 Service Transfer Working Party** – to receive a report on discussions held with Shropshire Council over the potential transfer of services to the Town Council.

It was reported that the Asset Transfer Working Party were due to meet with representatives of Shropshire Council in early October to discuss in more detail options for the transfer of land and services to the Town Council. More information had also been requested on costs of running services as information provided to date had been confusing. A meeting was also to be set up with library staff to gain more understanding of the library service in the town. It was also reported that following the community engagement training session a plan for a community wide consultation on the proposed service transfer could also be drafted.

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

- 8 Training**– To receive the results of the Training Needs Analysis and to discuss the future training needs of the Council.

Cllr Mellings circulated the training needs report and Councillors thanked him for his work on the report. A discussion took place on the training needs identified and the Clerk reported that a number of the items raised could be dealt with through briefing sessions which could be held on a quarterly basis to ensure that the training was cost effective and as many Councillors benefited from the training as possible.

It was suggested that the development of training plan be deferred until after the 2017 elections.

**Resolved**:- to note the contents of the report and to recommend the deferral of the implementation of a training plan until after the May 2017 elections.

- 9 Pension compliance** – to recommend approval of declaration of compliance  
The declaration was considered and it was

**Resolved**:-to recommend approval of the declaration of compliance.

- 10 Date and time of next meeting** – to review.

**Resolved**:- to note that the next meeting of the committee be held on 6.12.16 at 2pm

Meeting ended at 15.45