

Present: - Cllr R Dodd (Chairman), Cllrs P Glover, C Granger, P Moyses, P Dee, E Towers. Mrs P O'Hagan (Town Clerk).

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

Resolved:- to accept the following apology for absence

J. Murray

- 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 15th January 2019.

Resolved:- that the minutes of a meeting of the Finance & Corporate Governance Committee held on 15th January 2019 be approved as a correct record and signed by the Chairman.

- 4 **Progress Report** – to note.

Resolved:- to note the report.

- 5 a) **2018-19 year end accounts** - for review.

The Town Council's financial accounts for the year ending 31.3.19 were reviewed and it was

Resolved:- to note the report.

b) 2018-19 Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) – to review in advance of the May meeting of the Town Council.

The committee reviewed the 2018-19 Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) and it was

Resolved:- to recommend that on the Annual Governance Statement the Town Council answers yes to questions A- K and not applicable to L and M.

c) Earmarking Reserves – to consider reserves for earmarking.

It was reported that there was an increase of £29,258 in General Reserves and a discussion took place on items to be earmarked from these reserves.

The Clerk reported that the earmarking of the reserves proposed in the report would leave a General Reserve of £154,552 which represents 46% of the anticipated expenditure set in the 2019-20 budget of £331,943 and is an adequate level of General Reserves.

Resolved:- to recommend the following amendments to earmarked reserves;

Earmarked Reserves	Amount 1.4.19	Purpose	Recommendation
Bulmer Cottage Reserve Fund	£97,056	From sale of Bulmer Cottage for Expenditure on Recreation Ground/ Swimming Pool/ Butler Sports Centre	Allocate £10,000 from General Reserves to replace funds spent in recent years on fire alarm, floodlights and filters
Developers Contributions Account	£2,482	Provision of play equipment funds from development	Maintain
Transformation Approved 27.4.17	£2,000	Asset upgrades	Allocate £13,000 from General Reserves
Streetlighting Remaining allocation from £60,000 LED conversion approved 27.4.17	£21,480	LED Conversion	Recommend amount maintained but purpose is changed to enable column replacement programme
Hospitality Account	£15		Recommend removal. As hospitality expenditure is now managed through a specific budget code
Neighbourhood fund	£2,760		Maintain
Elections Approved 26.4.18	£3,424	Election costs maintain cost of 1 election per ward approx. £5152 (2017 cost)	Recommend Increase by £1,600 to £5,024 to cover the cost of 2 x by elections 1 per ward
Pensions Approved 26.4.18	£4,846	Future pension increases	Recommend £4,000 allocated from General Reserves to increase reserve to £8,800 as 3-year pension review due in 2020
Swimming Pool Equipment Approved 28.3.19	£4,000	Purchase of Heat Exchange Unit	Maintain
Seat	£40	Memorial seat	Recommend removal as project complete and all donations spent.
Oneway System 2019-20 Budget	£1,386	Temporary traffic system	Earmark from General Reserves
HGV Signs	£500	HGV Signage	Earmark from General Reserves
Drawwell Walk Approved 28.3.19	£3,000	Surface repairs	Earmark from General Reserves
Increase in earmarked reserves			£33,431

d) Insurance - to review the Town Council's insurance levels and consider quotes received.

The Clerk explained that it was not necessary to seek three quotes for the insurance as the Town Council had entered into a 3 year agreement with Hiscox ending in 2020. The Clerk was asked to clarify the situation regarding the payment of extra insurance costs brought about by the swimming pool extension.

A discussion took place on the Fidelity Guarantee Cover as highlighted in the Internal Audit report and it was

Resolved:- to recommended that the Fidelity Guarantee remains at the same level as the risk associated with being over the Fidelity Guarantee level was low as it was for such a short period of time.

To defer the final decision on payment to the April Council meeting.

e) Internal Audit report – for consideration.

The internal audit report was reviewed and action points discussed. The Clerk explained the action points raised and explained that the Fidelity Guarantee item had been discussed under the previous agenda item. She also explained the background to the error of not including the last toilet income collection in the 2018-19 accounts.

Resolved:- to note the report.

6 Policy Review – to review the following policies

a) Investment Policy

The Clerk reported that this policy had been amended to include the updated year end figures.

Resolved:- to recommend adoption of the updated Investment Policy subject to approval of earmarked reserves.

b) Business Continuity Plan

The Plan was reviewed and no amendments were made, it was

Resolved:- to recommend adoption of the reviewed Business Continuity Plan.

c) Data Retention Policy

The Policy was reviewed, and no amendments were made, it was

Resolved:- to recommend adoption of the reviewed 2019-20 Data Retention Policy.

d) Data Protection Policy

The Policy was reviewed and no amendments were made it was

Resolved:- to recommend the adoption of the reviewed Data Protection Policy.

e) Earmarking Reserves – to review Reserves Strategy

The Clerk explained that this policy could not be updated fully until the proposed earmarked reserves had been approved by Full Council on 25.4.19.

Resolved:- to defer to next meeting.

7 Finance Assistant – to consider draft job description.

A discussion took place on this matter and the format of the job description. The Clerk was asked to re order the job description to reflect how often each task would need to be carried out i.e. weekly, monthly, ongoing.

Resolved:- to recommend that

**The weekly hours for this position be increased to 6 hours per week.
That the Staffing Review Working Party be tasked with drawing up an advert, person specification, interview questions and agreeing a timeline for recruitment and to report back to the next meeting of the committee.**

8 Councillor Training - to consider arranging Financial Training.

Resolved:- to recommend that Finance Training be arranged for the Autumn prior to the start of 2020-21 on proper financial practices and budget management and to invite neighbouring councils to attend to share the cost.

9 Delegated Powers and composition of committee – to review.
A discussion took place on this item and The Clerk was asked to draft a term of reference for consideration at the May Annual Meeting.

10 Date and time of next meeting – to note. To be agreed at the May Meeting 30.5.19.

Meeting ended 15.10

Chairman.....