

Minutes of a Meeting of the Finance & Corporate Governance Committee held on Tuesday 6<sup>th</sup> October 2020 at 14.00 on the Zoom Virtual Meeting Platform

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

Mrs P O'Hagan (Town Clerk).

Thanks were recorded before the start of the meeting for the work of Cllr Murray and Cllr Dodd as members of this committee until their recent resignations.

**1 Election of Chairman** – to elect Committee Chairman.

**Resolved:- to elect Cllr Mellings as Committee Chairman.**

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

None received.

Cllr Broomhall – absent.

**3 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.

**4 Committee Minutes** - to approve as a correct record the minutes of a meeting of the Finance & Corporate Governance Committee held on 7<sup>th</sup> July 2020.

**Resolved:- that the minutes of a meeting of the Finance & Corporate Governance Committee held on zoom virtual meeting platform on 7<sup>th</sup> July 2020 be approved and authority was given for them to be signed by the Chairman at a later date.**

**5 Progress Report** – to note.

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

**6 Finance Reports**

a) 2<sup>nd</sup> Quarter budget Report – for consideration.

The Clerk presented the report and highlighted unbudgeted expenditure predominately brought about by the Covid-19 Pandemic.

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

b) 2021-22 Budget – to consider process for identifying 2021-22 budget requirements. It was explained that the process was now outlined in the delegated powers of each committee and that budget recommendations would be made at the committee meetings preceding the annual budget meeting. A discussion took place that due to the current economic difficulties facing the country there was a need to ensure that any increases in the precept were kept to a minimum.

**Resolved:- to recommend that when considering the 2021-22 budget Committees are asked to limit any budgetary increases to a maximum of 2% unless there is a justifiable reason to exceed 2% or savings can be made elsewhere.**

c) Internal Auditor – to appoint for 2020-21.

The Clerk reported that she had sought 4 quotes from Internal Auditors and 2 had been returned.

**Resolved:- to appoint JDH Business Services as the Town Council's Internal Auditor for 2020-21.**

7 **Reserves Management** – to consider reserves policy.

**Resolved:- to recommend that the reviewed 2020-21 Reserves Policy is adopted.**

8 **Risk management**

a) Financial, Asset and Employee Management Risk Assessment - for review.

**Resolved:- that the Financial, Asset and Employee Management Risk Assessment is approved.**

9 **Staffing**

a) Covid 19 staffing risk assessment and operations – to review.

The Clerk explained that as the Butler Sports Centre was used by many different football teams it had been necessary to designate the referee's main changing area out of bounds so that the Groundsman has a secure bathroom area in the Butler Sports Centre. This decision had the full support of WSSA trustees. Councillors were also reminded that the risk assessment was a dynamic risk assessment and required updating in line with changes to Government Guidance.

**Resolved:- to approve the risk assessment.**

b) Appraisals – to agree date and format for staff appraisals.

**Resolved:- to approve that;**

- **The Clerk would undertake the Assistant Clerk's appraisal and The Groundsman's appraisal in November.**
- **The Mayor, Deputy Mayor and Chairman of the Finance and Corporate Governance Committee will undertake the Clerks appraisal in November.**
- **To consider a new format for appraisals from May 2021.**

c) Kickstart Scheme– for consideration.

**Resolved:- not to progress at this time.**

d) Staff training – to discuss Groundsman's training.

**Resolved:- to approve quote submitted by ReaseHeath College for 3 days of training and assessment in tractor and trailer driving and use of flail mower.**

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

It was reported that the website now had in place an accessibility widget along with an accessibility statement and all documents produced by the Town Council are now being uploaded in the recommended formats. However it was not always possible to convert documents sent from external organisations. The Clerk explained that training on this subject was ongoing and that the Assistant Clerk was booked to attend another training session in October.

**Resolved:- to note the report and review progress at next meeting.**

**11 IT support – to consider quote received.**

A discussion took place on the need to ensure that computer support for the office was in place. It was explained that as there were now 4 computers and 2 mobile phones in the Town Council's ownership more than ad hoc computer support was required to ensure value for money. The Clerk explained that the Council had spent more than usual on computer support this year as home working had required more support for staff and she could no longer try to sort out any issues with the assistant's computer due to social distancing rules. She explained that she had only sought one quote for this work as Severn Business Solutions had set up the existing network at the office and understood how it operated.

**Resolved:- to recommend to full council that;**

- **financial standing orders are suspended to allow only one quote to be considered.**
- **the Town Council takes out a monthly contract with Severn Business Solutions as per the quote submitted.**

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

**Resolved:- to note the next meeting date of Tuesday January 12<sup>th</sup> 2021**

**13 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 press and public – none present.**

**Litterpicker Sick Leave – to approve cover arrangements.**

**Resolved:- to approve the appointment of Mark Chidlow as casual litterpicker on a temporary basis to provide sick leave cover.**

Meeting ended 15.05

Chairman.....