

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

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

**Resolved:- to accept the following apologies J Murray, 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 10<sup>th</sup> July 2018.

**Resolved:- that the minutes of a meeting of the Finance & Corporate Governance Committee held on 10<sup>th</sup> July 2018 be approved as a correct record and signed by the Chairman.**

**4 Progress Report** – to note.

The Clerk explained why progress had not been made on the opening of the bank accounts which was due to the fact that Barclays Bank had lost the original bank account closure letter. Despite providing a copy of the original letter the bank had insisted on a new letter being signed. The Clerk explained that a bank transfer as agreed in July would be made into the CCLA account in the next couple of weeks.

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

**5 2018-19 Accounts**

**a) 2nd quarter Budget report** - for consideration.

The budget report and balance sheet were considered

**Resolved:- to note the 2<sup>nd</sup> quarter budget report and balance sheet.**

**b) Financial Management Risk Assessment** - for review

The risk assessment was reviewed and it was;

**Resolved:-to approve the Financial Management Risk Assessment for 2018-19**

**c) 2019-20 Budget** – to agree process for considering 2019-20 budget requirements  
A discussion took place on the best process to consider expenditure in the 2019 -20 budget and it was

**Resolved:-to recommend that**

**The Finance and Corporate Governance Committee consider the following budget codes at its January meeting and make income and expenditure recommendations for consideration by Full Council at the Annual Budget Meeting in January**

- Staffing
- Administration
- Cllr Expenses

**The Amenities and Services Committee consider the following budget codes at its December meeting and make income and expenditure recommendations for consideration by Full Council at the Annual Budget Meeting in January**

- Cemetery
- Bus Shelters
- Toilets
- Street Lights
- Recreation
- Allotments

**All other codes to be considered by the Full Council at the Annual Budget Meeting.**

- 6 Risk assessment** – to review generic risk assessments for 2018-19  
The Clerk reported that these were currently interim assessments as she was working with Shropshire Council Health and Safety team to update the generic risk assessments into the new format and it was anticipated that this work would be completed early 2019.

**Resolved:- to note the risk assessments.**

- 7 Training** – to review councillors training attendance in line with training statement  
Training attendance sheet was considered and updated to include councillors who had recently viewed the code of conduct training video  
A discussion took place on the need to arrange “Be a better councillor training” for all councillors and the Clerk was asked to seek a price from SALC and other trainers for this training.

**Resolved:-to note the report**

- 8 Date and time of next meeting** – to note.

**Resolved:-to note that the next meeting would be 15<sup>th</sup> January 2018 14.00**

- 9 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) Staffing Review – to consider report.**

Cllr Dodd presented the report which had been put together following discussions with The Clerk and research into office-based staffing levels in other Town Councils of a similar size. This had identified that the Town Council was under staffed for its size and the amount of services and facilities it managed. It was reported that the volume of work created by Wem Sports and Social Association had also increased significantly in recent years along with the additional work taken by the office-based staff. Following a discussion it was

**Resolved:-to recommend that;**

- **Provision is made in the 2019-20 budget to employ an additional member of staff for 15 hours per week to provide additional admin support to the Town Council and take on the role of Secretary and Treasurer to Wem Sports and Social Association**
- **A review of staff salaries is undertaken in line with SLCC and NALC guidelines.**
- **A staffing working party is established to progress this recommendation.**

**Meeting ended 15.15**

Chairman.....