

**MINUTES OF A MEETING
OF FINANCE, POLICY AND GENERAL PURPOSES
COMMITTEE
HELD ON 24TH OCTOBER 2019
IN THE TOWN COUNCIL OFFICES, LEDBURY**

PRESENT: Councillors Eakin (Chair) Bannister, Howells, Manns, Whattler

IN ATTENDANCE: The Town Clerk – Angela Price
The Minute Taker – Olivia Bundy

F81 APOLOGIES

Apologies were received from Councillor Harvey.

F82 DECLARATION OF INTERESTS

None received

F83 PUBLIC PARTICIPATION

None received

F84 MINUTES

Members were requested to approve and sign the minutes of the Finance, Policy and General Purpose Committee meeting held on the 26th September 2019 as a correct record.

The Clerk advised members that at the previous Finance, Policy & General Purposes meeting she was asked to create a further report on minute number F44, however due to the chair being away and time constraints she advised that this had not been possible but that this report will be provided to members at the next meeting, scheduled for 28th November.

Councillor Howells advised that minute no. F69 did not read correctly and suggested that it should be amended.

Councillor Eakin noted that minute number F77 was missing from the draft minutes. The Clerk advised that this would be noted.

Councillor Manns attended the meeting at 19:37

RESOLVED:

1. That the minutes of the Finance, Policy and General Purposes Committee be approved and signed as correct record subject to the following amendments:

2. That minute no. F69 be amended to read as follows:

"That the draft policies be approved, subject to the inclusion of the points raised by Councillor Manns.
3. That the numbering from F77 onwards be amended accordingly.

F85

TO APPROVE INVOICES FOR PAYMENT

Members were requested to approve the invoices for payment with a total of £17,730.21

Councillor Bannister questioned the payment of £2,497.58 to invoice number 91311033 for the repair of the Floodlights at the Recreational Ground. The Clerk advised this had been approved by the Environment and Leisure Meeting held on 19th September and advised that there were 3 floodlights in total that needed repairing and that due to the height a cherry picker was used.

The Clerk advised that following a discussion with Councillor Morris, she had held onto the payment for TPA until such time a further report had been received from them. She advised that as this report had not been received she would release the payment accordingly.

RESOLVED:

1. That the invoices be approved for payment. That the invoices for payment as per the document provided at agenda item 6, be approved in the total sum of £17,730.21
2. That the payment to TPA now be released accordingly.

F86

TO RECEIVE THE RECORDS OF RECEIPTS AND PAYMENTS FROM

Members were asked to receive and note the receipts and payments from the 1st-30th of September 2019.

RESOLVED:

That the record of Receipts and Payments for 1st September – 30th September 2019 be received and noted.

F87

EXTERNAL AND INTERNAL AUDIT

The Clerk provided members with correspondence from PKF Littlejohn confirming the completion of the limited assurance review for the year ended 31 March

The Clerk advised that the Clerk and Deputy Clerk intended to put a timetable in place for the internal and external audit to prevent a future late submissions of the Annual Governance & Accountability Return.

Councillor Howells suggested making a note on the website that the accounts have been approved.

RESOLVED:

569

- 1 That the correspondence from PKF Littlejohn be received and noted.

F88 TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE AS

Members were provided with a detailed balance sheet and trial balance for the 30th September 2019

RESOLVED:

That the Balance Sheet and Trial Balance for the 30th September 2019 be noted and received.

F89 TO VERIFY BANK STATEMENTS AND BANK RECONCILIATIONS PRODUCED FOR THE MONTH OF SEPTEMBER

The committee was asked to verify and the Chairman to sign the bank statements and bank reconciliations for September 2019 accordingly.

Due to The Chair of Finance being absent, Councillor Eakin the Deputy Chair verified and signed the bank statements.

RESOLVED:

That the bank statements and reconciliations be approved and signed.

F90 RECEIVE BUDGET FOR 2ND QUARTER TO 30 SEPTMEBER 2019

Members were provided with a detailed income and expenditure report for the 2nd quarter to 30 September 2019.

The Clerk agreed that although the income is lower than forecast, herself and Deputy Clerk are confident that there is nothing of great concern at this stage of the financial year.

RESOLVED:

That the budget for 2nd quarter be received and noted.

F91 RECOMMENDATIONS FROM OTHER COMMITTEES – PURCHASE OF MOBILE PHONES

The Clerk advised that the Resources Committee, at its meeting on the 17th October 2019, had recommended the purchase of mobile phones for the Clerk and Deputy.

Members were provided with quotes from 3 mobile providers and were asked to approve the purchase of two mobile phones on a business contract.

Members agreed that they would like to go ahead with the quote from o2 and felt that the Clerk and Deputy Clerk should choose their preferred phones from those quoted.

RECOMMENDATION

That a recommendation be made to Full Council that 2 mobile phones be purchased on contract with O2 for the Town Clerk and Deputy Clerk at a cost of £37.50 per month for each phone

F92

CORPORATE CREDIT CARD

Members were asked to give consideration to giving authorisation to the Clerk to obtain a Corporate Credit Card with a limit of no more than £2,000.

The Clerk advised that this would be for the purpose of online purchases and for the Clerk/Deputy Clerk to use when away from the office on Council business or at a conference.

Members felt that it would be beneficial for both the Clerk and Deputy Clerk to have a cooperative Credit Card with a limit of £1,000 on each card.

RECOMMENDATION

1. **That the Clerk be authorised to obtain a credit card for the Clerk/Deputy Clerk with a limit of no more than £1000 each.**
2. **That once obtained the credit cards be kept locked in the Council safe until such time it is required.**
3. **That all purchases on the credit card be made in accordance with Financial Regulation 4 "Budgetary Control and Authority to spend" and that no purchase be made without the Clerk or Deputy Clerk in their absence being made aware of the purchase.**
4. **That the Council's Financial Regulations be updated to take into consideration the above points.**

F93

REQUEST FROM HEREFORD CATHEDRAL

Members were provided with an invitation, from Hereford Cathedral, to give a contribution for the farewell gift for Bishop Richard and Mrs Kay Frith.

Members suggested that anyone wishing to give a donation should send it direct rather than through the council and that the Clerk would forward the letter to all councillors advising them of this decision.

Councillor Howells proposed that the Town Clerk write to Hereford Cathedral to advise the above.

RESOLVED:

- 1 **That all Councillors are advised of the decision in respect donations to the retirement gift for the Bishop at Hereford Cathedral.**
- 2 **That the Clerk informs Hereford Cathedral of the above decision.**

F94

RISK MANAGEMENT

Members were requested to approve the amendments to section 7 of the Risk Management Register.

Members were concerned that some of the risks are still having after improvements have been suggested and implemented. The Clerk advised that she is currently working with Staff to create procedures for their roles which should minimise the risks in the future

Councillor Howells suggested that in the future all the risk assessments be provided at meetings as apposed to sections. The Town Clerk advised that this is something that could come into action at the start of 2020/21 municipal year.

Councillor Howells suggested adding the below in red to the Risk Management table;

Hold proper consultations, involve appropriately qualified personnel. Take expert advise **approved by Council** at the correct stages of the project. Manage the project properly and make sure all provisions of the Localism Act are followed.

RESOLVED:

That the risk and management table be approved with the above changes.

F95

TO RECEIVE ICT UPDATE

The Clerk advised members that the council have approximately 6-weeks of contract left with the current ICT provided Microshade. She advised that in order to secure all the current files there will be an overlap with the new ICT provider., which is likely to incur some additional costs. However, the Clerk advised that the new ICT support provider had advised that they had over-estimated the amount of file storage in their original quote and therefore there is likely to be a reduction in their quote, which could be offset against the additional costs for the overlap of service.

Members suggested that there should be an overlap of a maximum of 2 months whilst changing ICT support providers.

RESOLVED:

That the Clerk updates members of the amended quote once received and that in the meantime she approves the overlap between the current and new ICT providers for a period of up to 2-months.

F96

GDPR

The Clerk advised that there was nothing to report.

F97

COUNCILOR TRAINING

The Town Clerk advised that she is in the progress of booking Equality & Diversity Training for Staff and would encourage Councillors to be present for the training.

The Clerk advised members that the training would take a day and that it is statutory for all staff to attend.

Councillors noted 3rd December 2019 had been identified as the date for the training at the Council Offices.

The Clerk also reminded Councillors of the Finance Training that was scheduled for Monday, 28 October 2019 at 6.30 pm.

RESOLVED:

That it be noted that the Equality & Diversity training for staff and councillors was scheduled to be held on the 3rd December 2019

F98

NEXT MEETING

RESOLVED

The it be noted that the next meeting of Finance, Policy and General Purposes Committee is scheduled for 28 November 2019

F99

EXCLUSION OF THE PUBLIC

RESOLVED: that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, in the public interest the press and public are excluded from the remainder of the meeting.

F100

POST HOLDER 49 :TOIL

Members were provided with an up to date report on Post Holder 49 accrued TOIL and were asked to consider the following;

Members agreed to make a recommendation to Full Council

RECOMMENDATIONS

1. **That the following recommendations be submitted to Full Council for consideration:**
2. **That should Post Holder 49 not be in a position to use all of their leave in 2019/20 due to work load and pressures they be reimbursed for any outstanding leave as at the end of that year (31 March 2020).**
3. **That a payment be made to Post Holder 49 in respect of their accrued TOIL as shown in the report provided to the Resources Committee and the Finance, Policy and General Purposes Committee.**

That the Post Holder's TOIL be monitored regularly during each year with consideration being given to how to manage this going forward.

F101

REVIEW OF POST HOLDER 04

Members were requested to consider a request from Post holder 04 for a review of their role and salary and make a recommendation to Full Council.

The Clerk advised that post holder 04 believes herself to be a manager of the team however is earning the same amount as the staff which is £8.21 an hour.

Members agreed to make a recommendation to Full Council to accept the role review and salary increase to £10.32 per hour for post holder 04. Members proposed that the salary increase is back dated to the first time the Clerk received written correspondence from post holder 04.

RECOMMENDATION

That a recommendation be made to Full Council that Post Holder 4 be awarded an increase in salary to recognise their senior role within the team and that this be backdated to the first written request received by officers.

Meeting closed at 20:42

Signed.....

Dated

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

24.10.19

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
F84(2)	That minute no. F69 be amended to read as follows: "That the draft policies be approved, subject to the inclusion of the points raised by Cllr Manns	TC	31.10.19	Amendment made and correct minutes placed on website	Completed
F84(3)	That the numbering from F77 onwards be amended accordingly	TC	31.10.19	On further inspection TC realised that Exclusion of Press and Public had not been included as a minute and should have minute No. F77	Amendment made and correct minutes placed on website - completed
F85(2)	That the payment to TPA now be released accordingly	TC/DTC		Waiting for Cheque to be signed by Cllr Morris	In progress
F91	That a recommendation be made to Full Council that 2 mobile phones be purchased on contract with O2 for the Town Clerk and Deputy Clerk at a cost of £37.50 per month for each phone	TC	07.11.19	To be approved at full council on 07.11.19	In progress
F92(1)	That the Clerk be authorised to obtain a credit card for the Clerk/Deputy Clerk with a limit of no more than £1000 each.	TC	07.11.19	To be approved at full council on 07.11.19	In progress
F92(2)	That once obtained the credit cards be kept locked in the Council safe until such time it is required.	TC	07.11.19	To be approved at full council on 07.11.19	In progress
F92(3)	That all purchases on the credit card be made in accordance with Financial Regulation 4 "Budgetary Control and Authority to spend" and that no purchase be made without the Clerk or Deputy Clerk in their absence being made aware of the purchase.	TC	07.11.19	To be approved at full council on 07.11.19	In progress
F92(4)	That the Council's Financial Regulations be updated to take into consideration the above points.	TC	07.11.19	To be approved at full council on 07.11.19	In progress

F93(1)	That all Councillors are advised of the decision in respect of donations to the retirement gift for the Bishop at Hereford Cathedral.	TC			In progress
F93(2)	That the TC informs Hereford Cathedral of the above decision	TC			In progress
F94	That the risk management table be approved with the amendments as indicated in the minutes	TC			In progress
F95	That the TC updates members of the amended quote once received and that in the meantime she approves the overlap between the current and new ICT providers for up to 2 months.	TC	30.10.19	Letter of authorisation sent to new ICT provider new quote still awaited	In progress
F97	That it be noted that the Equality & Diversity training for staff and cllrs was scheduled for 03.12.19	TC	31.10.19	Waiting on confirmation of date from citation	In progress
F100(2)	That should Post Holder 49 not be in a position to use all of their leave in 2019/20 due to work load and pressures they be reimbursed for any outstanding leave as at the end of that year (31 March 2020).	Council	07.11.19	To be approved at full council on 07.11.19	In progress
F100(3)	That a payment be made to Post Holder 49 in respect of their accrued TOIL as shown in the report provided to the Resources Committee and the Finance, Policy and General Purposes Committee.	Council	07.11.19	To be approved at full council on 07.11.19	In progress
F101	That a recommendation be made to full council that post holder 04 be awarded an increase in salary to recognise their senior role within the team and that this be backdated to the first written request received by officers	Council	07.11.19	To be approved at full council on 07.11.19 first written reference to request dated 13.03.19	In progress