



# BISHOP'S CASTLE TOWN COUNCIL



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## MINUTES OF THE FINANCE & RESOURCES COMMITTEE TUESDAY 8<sup>th</sup> March 2016 AT 7.00 PM Council Chamber, Bishop's Castle Town Hall

Present: Cllrs K Bavastock, J Carroll, and R Houghton  
In attendance: Meg Gwilliam (Assistant Clerk)

### FIRE PROCEDURE

#### **01.16F ELECTION OF COMMITTEE CHAIRMAN**

To elect a Chairman for the Committee:

Cllr R Houghton was elected Chair (Proposed Cllr Carroll, seconded Cllr Bavastock, and RESOLVED)  
Cllr Houghton asked Cllr Bavastock to chair the meeting as she had lost her voice temporarily.

#### **02.16F APOLOGIES**

Apologies received from Cllrs S Harris and J Magill

#### **03.16F DECLARATIONS OF INTEREST**

- To declare any disclosable pecuniary interests: None declared.
- To declare any personal interests: Cllr Houghton declared a personal interest on agenda item 8.16 Discretions Policy.

#### **04.16F INTERNAL AUDIT**

To discuss and allocate roles for preparation of the Internal Audit procedure: Committee conducted a detailed discussion, going through the 'Preparing for Internal Audit' document item by item. It was agreed that the document has really good structure.

**It would be recommended to full council that this document, suitably revised and enlarged to include relevant points from the current 'Review of Internal Controls' document, should become Council's new combined Review of Internal Controls/Preparing for Internal Audit' working document.**

A further column is to be included, to indicate the frequency that various actions and controls need to take place, and also to contain the date(s) when they had taken place.

The document should have 'version control' in the foot notes.

It was commented that Council had fallen down on its checks recently due to illnesses and absences and no one had been carrying out the required checks.

It was agreed that the various checks should be carried out by the Chair of this committee and any one other committee member, with immediate effect, this is to be reviewed after 6 months.

*Notes about frequency etc, per item in the document's table:*

Item 1.6 frequency Quarterly in conjunction with item 3.3

Items 2.2 and 2.7 annually

Item 3.2 at every council meeting

Item 3.3 quarterly with 1.6

Item 4.1 Annual assessment of Risks - CREATE separate entries for H & S\* and financial assessments. (4.1a and 4.1b, an extra row in the table), more frequent assessment if any new situation develops.

All councillors should have some form of financial training and be reminded of their responsibilities as councillors. Committee will recommend to Council that the clerks provide this as appropriate.

Item 4.2 annually, about end March. It was suggested that, concerning land values, most land has a nominal valuation but if there is any land that belongs to BCTC outright and BCTC could sell at a profit, that land should have a value for insurance and Assets Register purposes.

Create an additional entry (4.2b, an extra row in the table) to include an annual check of all documents and deeds. Committee felt that Council should establish what if any documentation it holds showing ownership. Committee will recommend to Council that the clerks find out what documentation there is and where it is kept.

Item 5.4 six monthly.

Item 6.1 it will be recommended that each income stream is allotted a town councillor who would be responsible for the checks and tests mentioned. Specifically, Allotments = Cllr Carroll, Newsletter, photocopying, FITS = Cllr Houghton in conjunction with the Clerk, THT Licence = Cllr Dickin. The Playing Fields to be added to this list. Checking income streams to be carried out quarterly.

Item 6.2 annually, at or before the pre budget meeting.

Item 6.4, quarterly in conjunction with 1.6 and 3.3.

Items 6.7 and 6.8, quarterly

Item 7.1 to be carried out by the staffing committee annually or ant a new appointment

Item 7.2 responsibility of staffing committee

Item 7.3 annually

Items 7.6 – 7.11 Quarterly

Item 9.1 monthly.

Item 10.1 finance Committee to carry out and make recommendations to full council

Items 10.5 – 10.8 (item 10.6 is N/A), annually

\*It is noted that councillor Health & Safety training is being arranged.

### **05.16F RISK ASSESSMENT 2016**

To review the 2016 Risk Assessment and discuss any points of concern:

Cllr Houghton asks, is there a 'Risk Register'?

Health & Safety should be separate from and independent to Financial risk assessments.

There should be a separate Risk Management Register for each property (building, land) that Council owns.

They can be used as a check list and should have version control.

Risk management needs to identify risks of every asset down to last bench.

The Public Hall Committee should provide Council annually with a copy of its insurance certificate(s).

The Mayor offered to draw up a draft document showing the separate assets, circulate it to Cllrs Carroll and Houghton, and liaise with the clerk.

### **06.16F ASSET REGISTER 2016**

To review the 2016 Asset Register and discuss any points of concern:

Amend document, there are 2 bus shelters and two notice boards.

Where is the Golf Challenge Cup – at BCHRC? Committee will recommend that Council considers what to do with this.

### **07.16F REVIEW OF INTERNAL CONTROLS 2016**

To assess draft Review of Internal Controls 2016 and consider action points: This will be the last year we use this document, as Committee is recommending adoption of the new Preparing for Internal Audit revised

and enlarged (see agenda item 4.16 above)

Revisions to the current document – under Relationships, remove the word ‘enjoy’ and replace with ‘maintain’. Add a further sentence ‘The Town Council has changed its Internal Auditor for 2015/16.’

Committee will recommend the amended document for approval by full Council, to be minuted in the March minutes.

#### **08.16F DISCRETIONS POLICY (Pensions)**

To agree a policy to submit to Shropshire Council: Following discussion and study of the example Discretions Policy documents it was agreed to recommend that if possible BCTC should adopt Shropshire Council’s Discretions Policy provided that the clerk spoke to the pensions department first to find out the financial implications for BCTC in adopting this policy. Because “discretions come with a cost”. Cllr Houghton advised that the clerk should ask for Debbie Sharp.

#### **09.16F SHROPSHIRE COUNCIL**

To discuss implications arising from financial meetings with Shropshire Council and impact on budget from 2017/18

- Clerk’s notes had been previously distributed
- Notification from Mathew Mead re: LJC Financial Strategy meeting in March 2016

**This agenda item was deferred to the next Committee meeting.**

#### **10.16F FINANCIAL REPORT**

To receive a report from the Clerk and RFO and discuss items required to feedback and recommendations to full council (Standing item)

- Dates booked for two visits from the internal auditor – 23<sup>rd</sup> March and 26<sup>th</sup> April, and contact made. Relevant documents exchanged
- Omega Financial package has been ordered and, again relevant documents exchanged to allow them to give us a bespoke package based on our cash book and our budget for 2016/17. Installation after financial year end and then training in June after both systems (old and new) have been running concurrently for 2-3 months. The Clerk to donate a desk top computer for this purpose.
- Environmental grant has been agreed for the forthcoming financial year (£3,000) and the Clerk has sent off the relevant paperwork. This will, however, be the last year this is offered.

Meeting closed at 8.25pm

**DATE OF NEXT MEETING:  
Tuesday 12<sup>th</sup> April**