



BISHOP'S CASTLE TOWN COUNCIL



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MINUTES of the FINANCE & RESOURCES COMMITTEE MEETING HELD ON TUESDAY 12th JULY 2016 AT 7.00 PM In the Council Chamber, Bishop's Castle Town Hall.

PRESENT: Cllrs R Houghton (Chairman), J Carroll, S Harris, A Roberts
In attendance: Mrs M Seldon (Clerk)

29.16F APOLOGIES

To note apologies
Apologies had been received from Cllr Bavastock

30.16F DECLARATIONS OF INTEREST

- a) To declare any disclosable pecuniary interests.
- b) To declare any personal interests.

Cllr Houghton – Shropshire Council financial strategy

31.16F MINUTES OF THE MEETING

To approve Minutes of the Meeting of the Finance and Resources Committee held on Tuesday 10th May 2016
APPROVED and signed by the Chairman as a true record.

32.16F ACTIONS OUTSTANDING FROM MINUTES

• **Quality Council Status update**

Cllr Carroll had been reviewing the Transparency part of the specifications required for quality status and liaised with Mike Ashwell and Enterprise House about the website. The Clerk was now working through the list of requirements in order that this was fully up to date and complied with the statutory regulations.

The website also required:

- an up to date list of councillors
- link to Shropshire Council website

In conjunction with Cllr Bavastock, Cllr Carroll had also been putting photos on the website.

Cllr Bavastock was looking at the other aspects of the requirements for Quality Status.

This is ongoing and will need to be in place by the time of the new council in May 2017.

A standing agenda item.

• **Council Risk System**

Further to the internal auditors advice the Clerk had purchased the necessary software to record the new requirements for a council risk register. A copy of the resulting assessment, the necessary date reviews and all other implications (Health and Safety and Insurance) had been given to the members of the committee. The Clerk suggested that an update each meeting to assess the lowering of identified risks and the committee would quarterly review all high risk areas.

• **Utility Providers**

The Clerk reported that an independent person was a) looking into the NPower problem and b) would be looking at all utility contracts as they came up for renewal in the future.

• **Asset Register**

Councillors were uncertain as to the point this review had reached, but as Cllr Bavastock was not present it was postponed until the next meeting.

The property in the Resource Centre was discussed and councillors agreed to get it valued.

The Clerk reported that the staff at HSBC had intimated that the facilities for keeping the civic regalia might soon be ending and councillors discussed some alternatives. It was thought that it might be possible to have a safe in the Clerk's office once the furniture had been removed.

33.16F RFO/CLERK'S REPORT

- **New RBS Alpha Financial Package**

The Clerk reported that this was an excellent system and showed committee members various aspects that could be used for council reporting purposes.

It was thought that with the new format of bank reconciliations it would be appropriate for the Finance Committee to see each month the Bank Reconciliations and detailed reports and the full Council should have the Bank Reconciliation and current Bank Statement

- **New Local Council Risk System** – see notes above

- **Councillor training**

Councillor Financial Training had been booked for Tuesday 18th October at the full council meeting (this would be in preparation for setting the budget for the forthcoming year). Lesley Bruton from Hereford City Council was coming to give this training and the Clerk was returning the favour with some help, so there would be no charge.

- Any recommendations – none at this point.

34.16F GENERAL POWER OF COMPETENCE

To discuss the future of spending and the opportunities for 2017 onwards

General Power of Competence was discussed and it was agreed that this would benefit the future spending and opportunities for the new council from May 2017 onwards. It was agreed that there would be a recommendation to full council that this should be looked into fully and training provided as necessary.

Proposed Cllr Houghton, seconded Cllr Carroll and **RESOLVED**.

35.16F REVIEW OF COUNCIL SERVICES & PRICING STRUCTURES

- Newsletter advertising
- Allotments rents annual inflationary uplift – rates for next meeting
- Playing Fields deposit
- Any other assets

The Clerk was to provide all financial information for current payments received, and other relevant information and the committee would discuss and review this at the August meeting.

36.16F SHROPSHIRE COUNCIL'S FINANCIAL STRATEGY

Standing item to report any updates

Nothing new had been reported and no further major developments. Councils were still waiting to be told how much services cost before agreeing to take them on.

Hedging and ditching 2018

Libraries and leisure – 2017

37.16F INTERNAL AUDIT 2016/17

To agree a recommendation for full council to appoint an auditor for the current financial year.

The committee agreed to recommend to full council the appointment of Audit Solutions for the current financial year.

38.16F TOWN HALL RESERVES FOR FUTURE DECORATION etc

To discuss the amount of reserves and the way future work will be funded

There was some discussion about this and the Clerk was asked to look at all the figures and suggested work from the Project Manager and recalculate the fund and budget provision for the future. This would be reviewed at the August meeting.

39.16F DATE OF THE NEXT MEETING

Monday 15th August – 7pm