



# BISHOP'S CASTLE TOWN COUNCIL



MARY SELDON M.Ed, MILCM, FLCM  
TOWN CLERK  
Tel: 01588 638141  
E-mail: townclerk@bishopscastle.co.uk

THE TOWN HALL  
BISHOP'S CASTLE  
SHROPSHIRE  
SY9 5BG

## MINUTES of the FINANCE & RESOURCES COMMITTEE MEETING TUESDAY 15<sup>th</sup> NOVEMBER 2016 AT 6.30 PM

In the Council Chamber, Bishop's Castle Town Hall.

**PRESENT:** Cllrs R Houghton (Chairman), J Carroll and G Perry

**IN ATTENDANCE:** Mrs M Seldon (Clerk)

### FIRE PROCEDURE

#### **66.16F APOLOGIES**

To note apologies

Cllr K Bavastock – personal reasons

Cllr A Roberts - holiday

Cllr S Harris – working

**NOTED**

#### **67.16F DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

Cllr R Houghton – Shropshire Council Financial Strategy

#### **68.16F MINUTES OF THE MEETING**

To approve Minutes of the Meeting of the Finance and Resources Committee held on Monday 17<sup>th</sup> October 2016

Proposed Cllr Perry, seconded Cllr R Houghton and **RESOLVED.**

#### **69.16F PAYMENT AUDIT**

Standing item:

To audit payments, invoices and delivery notes on a monthly basis

The monthly payments were checked against the invoices and the respective cheques and cheque stubs:

Cllr Perry – Invoices

Cllr Carroll – Cheque Book

Cllr R Houghton – Payment list

Councillors confirmed that they were happy with the administration of the payments.

#### **70.16F FINANCIAL REPORT**

To receive a financial report for YTD from the Clerk, including:

a) October Bank Reconciliation

b) Cost Centre Analysis

Proposed for approval Cllr R Houghton, seconded Cllr Perry and **RESOLVED**.

c) **Internal Audit Report**

The Internal Audit Report had been distributed to all councillors prior to the meeting and was approved. The Clerk explained the Financial Risk Assessment procedure in that the risk assessment had been completed by the Clerk and copies given to all members of the committee (with the exception of Cllr Perry who was new to the committee and this would be rectified as soon as possible). The full council was required to agree to the findings. The committee agreed that this would be reviewed at the January meeting and then a recommendation put forward to full council.

**71.16F BUDGET 2017/18**

a) To discuss the amendments on the draft budget in readiness for presentation at full Council Meeting

b) To discuss the work necessary for the Public Hall and implications to the budget

The budget, SpArC and the Public Hall provision were viewed as a whole by the committee. Cllr R Houghton had provided a starting point for discussions about the work needed at the Public Hall by means of a list of requirements. Cllr Carroll had attended a meeting about the SpArC finances for 2017/18 and these were also discussed. Councillors agreed to recommend to full council that the draft budget be altered to allow for £5,000 provision for the public hall and £15,000 provision for SpArC Leisure – the latter being to show our partners and fellow councils that the Town Council was prepared to pledge a substantial amount in order to keep SpArC for the community.

It was agreed that a Reserve be started for the Public Hall and an amount set aside each year for necessary projects – this would also help any grant funding.

It was also agreed that the budget heading of ‘Civic Provision’ should in future include an amount for the Civic Awards.

**72. 16F ELECTRICITY CONTRACTS**

To review the quotations received from different electricity providers for the Town Hall contract.

The Clerk explained that the contract with Npower had been concluded at the Playing Fields and the committee had opted for Eon for a one year only contract. Whilst a more ethical supplier had been sought it had not been possible to enter into a contract with one as nothing was available for an account as small as this.

Quotations had been requested for the Town Hall and would hopefully be available for discussion at the December meeting. The independent advisor was having some difficulty with acquiring a ‘green’ quotation due to the fact that the Town Hall solar panels meant that only the main 6 suppliers could be approached and their green options were not affordable. Cllr R Houghton also stressed that the THT needed to be made aware of the quotations when they arrived.

**73.16F SHROPSHIRE COUNCIL’S FINANCIAL STRATEGY**

Standing item to report any update

An updated spread sheet from Shropshire Council had been received and distributed by the Clerk. The contents were discussed and noted.

**74.16F MAYOR’S ALLOWANCE**

To agree the policy for the Mayor’s Allowance for the future, in order to make a recommendation to full council.

It was agreed by all that in future years the Mayor’s Allowance should be made payable directly to the Mayor at the start of each financial year, and it would be their responsibility to administer it. This would not be subject to scrutiny, but details could be made available if required by fellow councillors.