



# BISHOP'S CASTLE TOWN COUNCIL



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## MINUTES of the FINANCE & RESOURCES COMMITTEE meeting ON TUESDAY 21<sup>st</sup> FEBRUARY 2017 AT 6.30 PM

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

Present: Cllrs R Houghton, J Carroll, A Roberts, G Perry  
In attendance: Mrs M Seldon (Town Clerk)

### **84.16F APOLOGIES**

To note apologies  
There were none to receive

### **85.16F DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests.  
b) To declare any personal interests.  
None were received

### **86.16F MINUTES OF THE MEETING**

To approve Minutes of the Meeting of the Finance and Resources Committee held on Tuesday 20<sup>th</sup> December 2016  
Proposed for approval Cllr Roberts, seconded Cllr Carroll and **RESOLVED**.

### **87.16F PAYMENT AUDIT**

Standing item:

To audit payments, invoices and delivery notes on a monthly basis  
Cllrs R Houghton, Perry and Roberts performed the audit of the monthly payments and confirmed that cheques, invoices and payment list matched.

### **88.16F FINANCIAL REPORT**

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

- a) January Bank Reconciliation
- b) Cost Centre Analysis

Proposed to recommend for approval for full Council, Cllr Perry, seconded Cllr Roberts and **RESOLVED**

- c) Contracts and Tenders

The two invitations to tender for 1) Toilet Cleaner: Auction Yard and 2) Handy Man, had been distributed and the closing date was 1<sup>st</sup> March for any interested parties. These would be reviewed at the March Finance and Resources Committee Meeting and recommendations given to full council.

- d) Year End plans

The preparations for the end of the financial year had begun and the Clerk was now waiting for notification from the Internal and the External auditors.

- e) Precept/Budget

Details of the budget and increase in precept had been displayed on the council website and in the newsletter, and at the time of the meeting there had been no response from members of the community.

### **89.16F REVIEW OF ASSETS**

- a) Public Hall
- b) Town Hall
- c) Playing Fields/Oak Meadow
- d) Toilets

e) Street Furniture, etc

f) Allotments

This was an informal, brief look at the assets held by the council, with a view to ensuring that they were all adequately covered in the budget for the forthcoming year. The two invitations to tender would also cover some of the maintenance required for the assets with a view to being proactive in the future and not reactive.

#### **90.16F FINANCIAL RISK ASSESSMENT/MANAGEMENT**

In preparation of the Annual Governance Statement and in particular the section on Risk Management.

The Committee viewed the Local Council Risk System and addressed the higher risk aspects of their council responsibilities and identified areas of improvement.

It was thought that the Public Hall was an area that required further risk assessment work and the Clerk would liaise with Cllr R Houghton to this end. Several members of the Council had performed a visual inspection and work was now being assessed.

Proposal to view the Risk System quarterly – Cllr R Houghton, seconded Cllr Carroll and **RESOLVED.**