

MIDDLEWICH TOWN COUNCIL

Minutes of a Meeting of the Town Council's Finance, Policy and Governance Committee, held in Room 3B at the above address on Wednesday 14th September 2016, commencing at 6.00pm.

PRESENT

Councillor S Moss (in the Chair) and Councillors PJ Farrell, K Kingston, DJ Latham, SN McGrory, B Walmsley and W Walmsley

OFFICERS PRESENT

JPA Williams, Town Clerk and DJ French, Assistant Town Clerk

APOLOGIES FOR ABSENCE

None received

144 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Councillors B Walmsley and W Walmsley declared interests in any matters relating to advertising;
- Councillor S Moss declared an interest in the Online Banking matter in that she was employed by Barclays Bank.

145 MINUTES

Resolved:

That the minutes of the meeting of the Committee held on 18th July be confirmed as a correct record.

146 FINANCIAL REPORT FOR JULY

The Committee considered the July Financial Report. The Town Clerk reported that it included financial transactions from FAB 16; FAB was nearly at the point of paying for itself. The Town Clerk thanked Councillor Latham for his help in obtaining business sponsorship; he would check whether all sponsorship money had now been received.

The report included financial transactions for the Brine Pump, carried over from the previous financial year.

Business rate costs had now reduced for the Town Council as the Victoria Hall was now managed by the Community Trust.

The report included some costs incurred due to the building flood; the matter was being pursued with the Insurance company. The Clerk and staff were thanked for dealing with such an extraordinary volume of financial work over recent weeks.

RESOLVED:

That the report be received and noted.

147 INTRODUCTION TO BARCLAYS BUSINESS ONLINE BANKING

The Town Clerk and Chairman had gone through the paperwork to sign up to Online Banking. Current signatories needed updating. Online banking would make the process speedier and more efficient. The Council would still receive paper statements showing all financial transactions.

RESOLVED:

That:

(a) the Committee confirms the Council's approval to progressing online banking; and

(b) the authorised signatories be the Town Clerk, Assistant Town Clerk, Councillor DJ Latham and Councillor B Walmsley.

148 CREDIT CARD PAYMENT ANALYSIS

The Town Clerk outlined the procedure for making a payment by credit card and presented the list of payments made from 13 April – 13 August. He would investigate whether the accounts package could produce a list of credit card payments as a separate report.

RESOLVED: that the report be noted and that a file detailing all the transactions be created.

149 EXTERNAL AUDITOR

The Committee noted extra information required by the external auditor including an asset register and further detail on the Brine Pump project.

RESOLVED: That the report be noted and that the external auditor was happy with the response to his additional questions.

150 TO MONITOR SALARY ADJUSTMENTS AND PAYROLL REVIEW FROM CVSCE

The Town Clerk reported the procedure for paying salaries via CVSCE; an amount would be paid to CVSCE on a quarterly basis to cover the forthcoming quarter. If the amount needed to be topped up an invoice would be sent to the Town Council. Once online banking was set up, the Council would make payments to staff based

on payslip information provided by CVSCE and there would no longer be a need to transfer the funds to the Payroll Provider. In the meantime, it was confirmed that the Clerk had the authority to make any adjustments to cover any changes in salary.

RESOLVED: that the report be received and approved.

151 TO NOTE RECOMMENDATIONS FROM THE APPRAISAL PANEL TO FUND IMPROVEMENTS TO THE OFFICE 3B AND EQUIPMENT THEREIN

The Town Clerk explained that the current year's budget included provision for new computers and furniture. The Council had purchased 2 new computers and three new chairs for room 3B. The room now needed repainting, storage and a new table. It was also mentioned that there may be ex Cheshire East Council furniture available and this would be looked into.

RESOLVED: that the improvements to office 3B be approved in line with the budget provision.

152 TOWN COUNCIL GRANT SCHEME AND APPLICATIONS FOR FUNDING

The Committee considered 2 applications for grant funding:

- L Smelt – Girl Guides International Project – request for a donation towards an international project to Malawi in 2017 providing books and teaching materials to get children reading; and
- Minerva Arts – drama project in 2017.

RESOLVED:

(a) that the Mayor, Councillor PJ Farrell, will contact Leah Smelt to offer her assistance toward the Girl Guides International Project through the Mayor's Charity Fund, but no grant be provided by the Town Council; the applicant be invited to report back to a future meeting on her project; and

(b) the application from Minerva Arts be referred to the Town Council Heritage Officer to assess heritage value to Middlewich. If the project is considered to have merit then the application be brought back to a future meeting.

153 FAB BUDGET ANALYSIS

The Town Clerk presented a report on a financial analysis of FAB 2016 showing Income and Expenditure; this showed a net cost for FAB 16 of £1,966 at 31/7/16 to the Town Council subject to some minor adjustments. This figure could be compared to the budget figure of £7,500. The marketing costs were payment to Bare Bones Marketing who had made a significant difference to FAB in terms of promotion and marketing both before and during FAB as well as providing a great deal of support over the whole weekend.

RESOLVED: That the report be noted and the success of the new approach to running the event be welcomed; and a meeting be held with Bare Bones to look at how to progress and build for next year's FAB.

154 CALENDAR OF BUDGET MEETINGS

The Town Clerk outlined a proposed budget timetable.

RESOLVED: that the timetable of budget meetings be as follows:

- 22 September – issue of initial budget (confidential)
- 10 October – first meeting of full Town Council (in private)
- 7 November – second meeting of full Town Council (in private)
- 5 December – third meeting of full Town Council if required (in private)
- 19 December – ordinary meeting of the Town Council – draft budget submitted.

155 TOUR OF BRITAIN SPONSORSHIP/EXPENDITURE

The Town Clerk outlined expenditure on the Tour of Britain as follows

Materials (paint, cable ties, face masks)	121.35
Travel expenses (briefing meetings)	32.75
Total	<u>153.75</u>

Bare Bones Marketing had obtained sponsors which had reduced the costs of promoting the event. Staff along with a number of Councillors and volunteers had attended as marshalls. The event had been very well attended and local businesses had experienced high footfall.

RESOLVED: that the report as at 14/9/16 be noted.

156 TO CONSIDER PAYMENT OF CILCA REGISTRATION FEE AND SLCC MEMBERSHIP

The Committee considered paying registration for the Cilca qualification and membership of the Society of Local Council Clerks (SLCC).

RESOLVED: that the Council pay registration of £250 and any training costs of Cilca and for membership of the SLCC.

157 PENSION ENROLMENT – TO CONSIDER CORRESPONDENCE FROM CECVS

The Town Clerk explained that the date for the Town Council to provide pensions for all staff was 17 February 2017. The Council could use CECVS to facilitate pension payments.

RESOLVED: that the Town Clerk be authorised to arrange with CECVS to make pension payments for the Town Council staff at a cost of £2.00 per person per month.

158 PUBLICATION SCHEME

The Committee considered a Model Publication Scheme that outlined best practice regarding information.

RESOLVED: that the Assistant Town Clerk and Administrative Assistant work together to update the information on the website in accordance with the Model Scheme and update to the Committee at the beginning of November.

159 MEMBERS' ITEMS

Councillor W Walmsley presented his Member's Items as follows:

- Standing Orders – Councillor Walmsley referred to the Standing Orders and to the current Town Council agenda which allowed questions on the previous Town Council minutes. He noted that this was not contained within the Standing Orders. Members discussed the importance of adhering to the Standing Orders to help with the smooth running of meetings.
- Freedom of Information – Councillor Walmsley suggested that any Freedom of Information requests should be dealt with speedily. It was also important for staff to receive training on how to respond to any such requests.

RESOLVED: that

(a) the current item on the Town Council agenda that allows questions on the previous Town Council meeting minutes be removed as it is not contained within the Standing Orders;

(b) that the Clerk does not submit a report to the Town Council for the time being; and

(c) staff obtain training on Freedom of Information.

PART TWO

RESOLVED: that the Meeting be moved into Part 2 session for the remainder of the business on the grounds that the items to be discussed involve staffing matters.

Note: at this point in the meeting the Town Clerk and Assistant Town Clerk left the meeting.

160 MEMBER'S ITEM – STAFF

The Committee discussed financing for some personnel procedures that had arisen over recent months.

RESOLVED:

That a sum of £2500 be authorised in respect of HR consultancy fees

Date of next meeting –Monday 10 October 2016 at 6.00pm

Cllr S Moss

Chairman

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