



# NEWPORT (Shropshire) TOWN COUNCIL

*DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING*

## MINUTES OF A MEETING RESOURCE & FINANCE COMMITTEE

held on

Wednesday 16<sup>th</sup> May 2018

at

The Guildhall, High Street, Newport

**PRESENT:** Cllrs: Ian Perry                      Chairman  
                  Lyn Fowler  
                  Tim Nelson  
                  Phil Norton  
                  Tim Pryce

**IN ATTENDANCE:** Lee Jakeman – Town Clerk

R&F/  
1/18-19

### **ELECTION OF CHAIRMAN**

Cllr Perry was duly elected as Chairman of the Resource & Finance committee for the municipal year 2018/19.

R&F/  
2/18-19

### **ELECTION OF DEPUTY CHAIRMAN**

Cllr Fowler was duly elected as Deputy Chairman of the Resource & Finance committee for the municipal year 2018/19.

R&F/  
3/18-19

### **APOLOGIES FOR ABSENCE**

**Cllr Fowler – Holiday**

R&F/  
4/18-19

### **DECLARATIONS OF INTEREST - Nil**

R&F/  
5/18-19

### **MINUTES**

Members **RESOLVED** that the Minutes of the meeting held on 21<sup>st</sup> February 2018 were a true record.

R&F/  
6/18-19

### **PUBLIC SESSION**

There being no members of the public present wishing to ask questions the meeting continued.

R&F/  
7/18-19

### **INTERNAL AUDIT**

Members considered the end of year internal report and **RESOLVED** to **approve the responses to the internal audit report.**

R&F/  
8/18-19

### **TOWN COUNCIL BUDGET**

Members noted receipt of the Town Council budget for FY 18/19.

R&F/  
9/18-19

## END OF YEAR ACCOUNTS

Members noted receipt of a report and a copy of the end of FY 17/18 accounts

R&F/  
10/18-19

## REVIEW OF BUDGET AND EARMARKED RESERVES

Members considered the in-year budget and current level of ear marked funds following in light of a variety of decisions and recommendations by standing committees and Full Town Council and the under spend in the FY 2017/18 budget. Members, **RESOLVED to recommend to Full Town Council** (the following amendments):

### 1) Transfers from the general reserve to earmarked funds:

- a) **Increase Cemetery Fund to £48,739** (+£8,000; much of the under spend of nominal ledger 4300.)
- b) **Increase Allotments to £650** – (+£350; much of the under spend of cost centres 142 and 143).
- c) **Increased Street Light New Works to £2,100** – (+£2,000, much of the underspend in cost centre 120)

Subtotal in (£10,350)

### 2) Transfers from earmarked funds to the General Reserve:

- a) **Move from Property & Asset Fund £3,500** – (To fund the chamber required for the installation of a tree of light in the Church Yard).
- b) **Move from Property & Asset Fund £12,147** – (To part fund the Telford@ 50 Community Building match funding).
- c) **Move from Guildhall Maintenance £10,000** – (To part fund the Telford@ 50 Community Building match funding)
- d) **Move from Community Building £10,000** - (To part fund the Telford@ 50 Community Building match funding).
- e) **Move from Christmas Lighting the entire balance (£21,000)** – (To fund the purchase of the new Christmas lighting infrastructure)

Subtotal out ( £56,647)

(Total net transfer to Ear Marked Funds £46,297)

**3) Amendments to 18/19 budget nominal ledgers:**

- a) Create new Nominal Ledger (community assets) 4180 - **£37,000** (to provide the Telford @50 match funding).
- b) Increase Nominal Ledger 4361 (St Nicholas Church Yard) **to £5,000** (to install chamber for housing a tree of light), from £1,500.
- c) Increase Nominal Ledger 4206 (Public Lighting New Works) **to £12,500** (to complete the LED upgrade project), from £3,000.
- d) Increase Nominal ledger 4381 (Xmas light contractor charges) **to £48,000**, from £27,000.

(Total net budget increase = £71,000)

R&F/  
11/18-19

**NATIONAL SALARY AWARD**

Members Noted the National Association of Local Councils' employment briefing E01-18. Members **RESOLVED:**

**To approve the increases to the staff salaries WEF 1 April 2018 in line with NALC employment briefing E01-18 (the national agreement of 2%)**

R&F/  
12/18-19

**EXCLUSION OF PRESS AND PUBLIC**

Members **RESOLVED :**

**That in view of the special nature of the business about to be conducted, (that is staffing matters) it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.**

**CONFIDENTIAL SESSION**

*(Note: elements of the discussion and any contractual details are confidential however the nature of decisions made are for public record.)*

**TOWN CLERK RECRUITMENT**

**R&F/  
13/18-19**

Members considered a report from the Working Group set up to consider the process of recruiting a new Town Clerk.

(Note: The Town Clerk left the meeting for the period of the discussion.)

Members were of the general view that they would seek to fill the Town Clerk post generally in line with the current position.

Members **RESOLVED:**

**To delegate to the Town Clerk the task of preparing an interim plan for the roles of the Town Clerk to be undertaken.** (for consideration by the R&F Committee).

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Signed .....

Dated .....