



# NEWPORT (Shropshire) TOWN COUNCIL

*DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING*

## MINUTES OF A MEETING RESOURCE & FINANCE COMMITTEE

held on

Wednesday 22<sup>nd</sup> August 2018

at

The Guildhall, High Street, Newport

**PRESENT:** Cllrs Ian Perry – Chairman  
Lyn Fowler  
Tim Nelson  
Phil Norton  
Peter Scott – ex-officio – Town Mayor

**IN ATTENDANCE:** Sheila Atkinson – Interim Town Clerk

R&F 19/18-19	There were no apologies for absence
R&F 20/18-19	<b>DECLARATIONS OF INTEREST</b> - none
R&F 21/18-19	<b>MINUTES</b>  Members <b>RESOLVED</b> to approve, as a true record the minutes of a meeting held on 30 <sup>th</sup> May 2018.
R&F 22/18-19	<b>PUBLIC SESSION</b>
	<b>Name:</b> Mr Hobson <b>Subject:</b> Enhancements to Roundabouts <b>Summary:</b> Nominal Ledger Code: 4340 - increase to £7,880 to deliver traffic island floral enhancement set aside in the 2017/18 budget has not been used and there does not appear to be any progress or evidence regarding delivery of £5,000 earmarked for the project, the figure remains in the 5 year forward budget detail.
R&F 23/18-19	<b>Income &amp; Expenditure Report</b>  Members noted receipt of and discussed some detail of the latest Income & Expenditure Report. Members acknowledged that a few budgets might need reconsideration later in the year. However, a counterbalance by small under spends in closely related budget is anticipated.
R&F 24/18-19	<b>5-year budget estimates</b>  Members noted receipt of the 5-year estimates report and agreed that they would provide individual input to the Clerk and RFO regarding ideas for future expenditure over the course of the next few weeks regarding specific budget lines.  Members considered the requirement for a 5-year budget forecast good practice and necessary to support the council's business plan and long-term aspirations.

R&F 25/18-19	<p><b>VAT partial exemption</b></p> <p>Members acknowledged receipt of the VAT partial exemption report prepared by RBS software and noted the reference to the charging of VAT on the wedding fee. The Licence for the Guildhall as a wedding venue is also due for renewal in December. Members will discuss the implications and options for fees and charges during the budgeting process, and the <b>VAT element on all wedding fees will be implemented from the 1<sup>st</sup> September.</b></p>
R&F 26/18-19	<p><b>Christmas Light Switch-on Event</b></p> <p>Members considered the options for mode of transport to facilitate conveyance from the Guildhall to the Buttercross at the switch-on of the Christmas lights. Following discussion, the consensus was that this year the Horse and Carriage, as in former years, should be used. However, for future events longer deliberation, evidence gathering and engagement with the public as to the favoured format for the proceedings needs to be undertaken.</p>
R&F 27/18-19	<p><b>Town Council Bank Account</b> Members RESOLVED:</p> <p>The Town Council hold accounts with Barclays Bank, with the impending closure of the branch (<i>scheduled for the 14<sup>th</sup> September</i>) Members <b>RECOMMEND to change accounts to Lloyds Bank as they have a presence on the High Street, which is crucial to the operational business of the council.</b></p>
R&F 28/18-19	<p><b>Standing Orders</b> Members RESOLVED:</p> <p>Members noted Legal Topic Note L04-18 relating to 2018 model standing orders, and <b>RECOMMEND the adoption the revised 2018 model standing orders.</b></p>
R&F 29/18-19	<p><b>EXCLUSION OF PRESS AND PUBLIC</b></p>
	<p>Members <b>RESOLVED</b> “that in view of the special nature of the business about to be conducted, (<i>purchase of the Hub building, Insurance premiums and staffing issues</i>) it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw”.</p>

**CONFIDENTIAL SESSION**

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

R&F 30/18-19	<b>Hub Building</b> Members RESOLVED:  Members <b>RECOMMEND to support the purchase of the Hub building for £1.00 subject of issues relating to fire safety being resolved.</b>
R&F 31/18-19	<b>Insurance Premium</b> Members RESOLVED:  Members considered a report and quotations from 3 insurance companies, <b>and RECOMMEND to accept the quotation from WPS Insurance.</b>
R&F 32/18-19	<b>Current Staffing Structure</b> Members RESOLVED:  Members received a Verbal report from the Clerk, and <b>RECOMMEND that the Clerk expedite progression to fill the temporary vacancy is as soon as possible.</b>

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Signed .....

Dated .....