



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING RESOURCE & FINANCE COMMITTEE

held on
Wednesday 20 February 2019
at
The Guildhall, High Street, Newport

PRESENT: Resource & Finance Committee

Cllrs Ian Perry (Chairman)
Tim Nelson
Phil Norton
Tom King

IN ATTENDANCE: Sheila Atkinson - Town Clerk
Louise Tunks – RFO

R&F/ APOLOGIES FOR ABSENCE
44/18-19

Lyn Fowler – Holiday

R&F/ DECLARATIONS OF INTEREST
45/18-19

Nil

R&F/ MINUTES
46/18-19

Members **RESOLVED** that the Minutes of the meeting held on 15th November 2019 be accepted and signed as a true record.

R&F/ PUBLIC SESSION
47/18-19

There being no members of the public present the meeting continued.

TOWN COUNCIL FINANCES

R&F/ **Income & Expenditure Report** - Members considered and noted the latest copy of
48/18-19 the Income & Expenditure Report

R&F/ **5 Year Budget Estimates** – Members considered the latest copy of the 5 year
49/18-19 budget estimates and made the following comments:

- N/L 4388 Nocturne Cycle race increase to £7,500 from £4,500 PA

**R&F/
50/18-19** **Banking** – Members received an update with regards to transferring bank accounts and considered the Town Council converting to online banking payments, Members agreed to continue with the current arrangement at present.
Members **RESOLVED to continue with the current banking process by paying invoices received, via cheque and implement a view only online banking system.**

Cheque signing procedure - Members discussed the current out of meeting cheques procedure and process, on a whole and agreed that occasionally this method cannot be avoided, however, members agreed that wherever possible all cheque lists should be taken to the next available meeting of the Council including committee meetings for signature. Members **RESOLVED that wherever possible all cheque lists should be taken to the next available meeting of the Council including committee meetings, to be signed in public.**

**R&F/
51/18-19** **Guildhall Building** – Members received an update with regards to the heritage discovery under the back room floor and the financial implications required under specifications from Heritage England and the Conservation Officer, which included to instruct an archaeologist to record the findings in a watching brief, a building contractor with heritage knowledge to excavate, screed and back fill.

**R&F/
52/18-19** **Standing Orders & Financial Regulations** – Members considered changes to standing orders & Financial regulations following changes in staffing and new banking implications.

Members **RESOLVED the following changes to be implemented and that the Standing Orders and Financial regulations to be reviewed at the Town Council annual Meeting in May.**

Standing Orders - no recommendations for amendments

Financial Regulations; Banking arrangements - Payment of Accounts :-

- **6.7 Credit Cards** - Two staff to hold credit cards to a max value of £500 to include the Clerk but not include RFO or FO
(Clerks Note: The RFO Council Credit Card has been destroyed following the meeting as requested)
- **9.8 Income - VAT return** - VAT records being kept digitally, for return periods starting on or after 1 April 2019,
- **16 Charities** - Following the Town Council becoming Sole Trustees of the Hub Charity – the details to be shown in the Financial Regulations.

**R&F/
53/18-19** **Risk Management Review** - Members considered the updated risk management schedule and were content that it identified reasonable risks that the Council faced and provided reasonable evidence of mitigation.

Members **RESOLVED**:

That a satisfactory review of the risk management schedule had been undertaken.

**R&F
54/18-19**

National Salary Award – Members considered a recommendation of a new pay spinal column point and that the staff salaries increase in line with the National Joint Council for Local Government Services agreement NALC Employment Briefing E02-18 National Salary Award. Members **RESOLVED**:

To approve the increases to the staff salaries WEF 1 April 2019 in line with NALC employment briefing E02-18

**R&F/
55/18-19**

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 some contractual details are confidential however the nature of decisions made are for public record.)

**R&F/
56/18-19**

Staff Update

Members considered a brief from the Clerk on the current staffing structure.

Members **RESOLVED** for the Clerk and the RFO to proceed with proposals for the staffing structure and that two posts be explored for a 30 hours & 18 hours per week