



NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High St, Newport, Shropshire, TF10 7AR

Tel: 01952 814338 ✉ enquiries@newportshropshire-tc.gov.uk

Ref: LT/2020/R&F

25th September 2020

Dear Councillor,

I hereby give you notice that there will be a virtual meeting of the **Resource & Finance Committee** at **7pm on Wednesday 30th September 2020** on Microsoft Teams.

Your attendance is requested.

Clerks Note: *Town Councils' are now temporarily, able to hold remote meetings due to the current pandemic Covid-19 health crisis, therefore during the current period and in line with government health guidelines, this committee meeting will be held via Teams. Attachments and links will follow.*

Members of the public wishing to participate should contact the Town Clerk providing their details and e-mail address. ✉ town.clerk@newportshropshire-tc.gov.uk

Yours faithfully

Louise Tunks
RFO/ Deputy Clerk

AGENDA

1. To receive any apologies.
2. To receive any Declarations of Interest.
3. To confirm the minutes of the previous meeting held on 19th February 2020 - **attached**.
4. To vote to suspend the meeting for up to 15 minutes to take public questions on matters that form part of the agenda. *Any member of the public wishing to participate is requested to submit the questions or issues prior to the meeting.*
5. **Town Council Finances** – To receive a copy of the latest Income & Expenditure report – **copy attached**.
6. **Town Council Investment** – To note copies of the dividend from the CCLA (February – August) **previously distributed**.
To note: The Town Council has £100k invested in a property fund)
7. **Allotments-** To consider the Leisure & Environmental Services recommendations with regards to the Allotment charge comparison and if the allotments are cost neutral.

8. **Financial Virements** – Members are requested to confirm the following virements to a maximum of £25k endorsed by the emergency committee for Covid-19 pandemic recovery program.
- Via £20 K from general reserves to N/L 4356 High Street recovery plan to fund expenditure in FY 20/21
 - Via £5 K from general reserves to N/L 4514 Covid-19 (Grants) to fund expenditure in FY 20/21
9. **Town Council Budget** – to refine the budget for consideration by the Town Council at its next meeting
- a. To receive a copy of the budget timetable **copy attached**.
 - b. To consider a budget request from Cllr Fowler for an increase of £500 to N/L 4055 electronic ways to fund a professional to undertake facebook/ social media etc.
 - c. Members are asked to consider a draft budget proposal and recommendations for FY 2021-22.
 - d. Draft fees **attached**
 - e. Draft budget **attached**
10. Appointment of Internal Auditor – To consider reappointing JDH business services as internal auditor to the Town Council for FY 2020/21
11. Financial Regulations - To consider the updated Model Financial Regulations and recommend to the Town Council that they be adopted, copy attached.
- Minute R & F 34/19-20 refers: Members reviewed and considered adopting the updated Model Financial Regulations produced by National Association of Local Councils (NALC), Members **RESOLVED** for the clerk to amend the regulations to show a completed document and recommend to the Town Council that they be adopted*
12. Bank Accounts – To discuss and consider the following;
- a. The balance of circa £800 in Barclays Savings account accumulated by interest and compensation.
 - b. Proposal of spreading current bank account funds with Lloyds between more than one bank to mitigate risk.

13. National Salary Award

To consider a recommendation that the staff salaries increase in line with the National Joint Council for Local Government Services agreement (2.7%) NALC Employment Briefing E01-20 | 2020-21 National Salary Award attached and annual leave review, **copy attached.**

On 24 August, the National Joint Council for Local Government Services (NJC) announced that an agreement was reached between the National Employers and the NJC Trade Union Side on the new pay scales for 2020-21 to be implemented from 1 April 2020.

NALC welcomes the new agreement and notes that increases should be backdated to April 2020.

And

Annual Leave - The NJC has also agreed that from 1 April 2020, minimum annual leave will increase from 21 to 22 days for employees with less than five years' service. The National Agreement Part 2 Para 7.2 will therefore, with effect from 1 April 2020, be amended to read as follows: 7.2 Annual Leave The minimum paid annual leave entitlement is twenty-two days with a further three days after five years of continuous service. The entitlement as expressed applies to five day working patterns.

14. **Exclusion of Press and Public** - To consider a resolution "that in view of the special nature of the business about to be conducted, (that is *staffing matters related to the budget element*) it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw".

Distribution to:

Action: Resource & Finance Committee

Cllrs Lyn Fowler, Bill Harper, Alan Lloyd, Tim Nelson, Ian Perry (Chairman) Peter Scott (Mayor)

For Information: Town Council Web site, Town Council Notice Boards
