



# NEWPORT (Shropshire) TOWN COUNCIL

*DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING*

## MINUTES OF A MEETING RESOURCE & FINANCE COMMITTEE

held on  
**Wednesday 17<sup>th</sup> May 2017**  
at  
**The Guildhall, High Street, Newport**

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

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

### R&F/1/17-18 **ELECTION OF CHAIRMAN**

Cllr Norton was duly elected as Chairman of the Resource & Finance committee for the municipal year 2017/18.

### R&F/2/17-18 **ELECTION OF DEPUTY CHAIRMAN**

Cllr Pryce was duly elected as Deputy Chairman of the Resource & Finance committee for the municipal year 2017/18.

### R&F/3/17-18 **APOLOGIES FOR ABSENCE - Nil**

### R&F/4/17-18 **DECLARATIONS OF INTEREST - Nil**

### R&F/5/17-18 **MINUTES**

Members **RESOLVED** that the Minutes of the meeting held on 22<sup>nd</sup> February 2017 were a true record.

### R&F/6/17-18 **PUBLIC SESSION**

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

### R&F/7/17-18 **INTERNAL AUDIT**

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

### R&F/8/17-18 **APPOINTMENT OF INTERNAL AUDITOR**

Members considered **RESOLVED to reappoint JDH business services as internal auditor to the Town Council for FY 2017/18.**

Members asked that there be some independent evaluation of the quality of the Internal Audit during the course of FY2017/18.

**R&F/9/17-18 TOWN COUNCIL BUDGET**

Members noted receipt of the Town Council budget for FY 17/18.

**R&F/10/17-18 END OF YEAR ACCOUNTS / ANNUAL RETURN PREPARATION**

Members familiarised themselves with the end of year accounts, the proposed annual return submission and the supporting documentation. Members **RESOLVED to make the following recommendations to the full Town Council:**

- 1) That the Annual Return section 1 (page 2) Annual Governance Statement 2016/17 be approved (with the answers to questions 1 to 8 being YES and 9 being N/A) and signed by the Town Mayor and the Clerk.**
- 2) That The Annual Return section 2 (page 3) accounting statements for 2016/17 be approved for signature by Town Mayor and Responsible Finance Officer.**

**R&F/11/17-18 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 2016/17 budget. Members, **RESOLVED to (make the following amendments):**

**a) Transfers from the general reserve to earmarked funds:**

- **Increase Guildhall Maintenance to £14,000 (+£4,248; the under spend of nominal ledger 4130.)**
- **Increase Christmas Lights to £21,000 (+£14,302; the underspend of nominal ledger 4380 to 4385)**
- **Increase Allotments to £300 – (+£200; underspend of cost centres 142 and 143).**
- **Create a new earmarked fund ‘Community Building’ £50,000 (to support the aspirations of minute 206/16-17).**
- **Create a new earmarked fund ‘Canal Enhancements £2,000 (to support the aspirations of minute 206/16-17).**

**b) Transfers from earmarked funds:**

- **Move the balance of CCTV upgrades (£10,400) to the general reserve to support increase to in year CCTV budget 4214)**

(Total net transfer to Ear Marked Funds £60,350)

**c) Amendments to 17/18 budget nominal ledgers:**

- **4301 – Cemetery Miscellaneous Ground Maintenance – increase to £5,000**, (+£2,000, to support the recommendation by L&ES committee, minute L&ES/40/16-17)
- **4214 – CCTV Upgrade – Increase to £35,000** (+£15,000 to support the aspirations of minute 235/16-17 refers).
- **Create a new budget line 4353 ‘Canal Enhancements’ with a budget of £10,000** (to support the aspirations of minute 18/17-18 b(iii)).

(Total net budget increase = £27k)

**R&F/12/17-18 ADDITIONAL PARKING PROVISION, BUDGETING**

Members noted that the Full Council had at its meeting in (minute 206/16-17 refers) that there was an aspiration to increase parking provision in the Town. Members of the R&F committee recommended that some funding might need to be set aside and recommended that the Full Town Council consider the matter at its next meeting (to identify potential scope and consider identifying some appropriate level of funding).

**R&F/13/17-18 EXCLUSION OF PRESS AND PUBLIC**

Members **RESOLVED** :

**“That in view of the special nature of the business about to be conducted, (that is, is contractual matters relating to the public toilets and 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.)*

**PUBLIC TOILETS CLEANING CONTRACT**

**R&F/14/17-18** Members considered a report on the public toilet cleaning contract (Minute R&F25/16-17 refers) and **RESOLVED to tender for the public toilets cleaning contract using the suggested tender template provided and confirmed the timetable.**

- **Open Tender – Monday 22<sup>nd</sup> May 2017**
- **Close Tender – Friday 30<sup>th</sup> June 2017**
- **Award Tender - Extraordinary R&F Meeting in July (date TBC)**
- **Contract start date – Monday 31<sup>st</sup> July 2017.**

**R&F/15/17-18** **Members RESOLVED that Councillor Pryce witness the opening of the tenders on 30th June 2017**

**R&F/16/17-18** **STAFFING MATTERS**

- a. Members received updates on the recruitment process for the current vacancy, noting that the interviews had taken place earlier in the day.
- b. Members enquired in general terms about a number of staffing matters and were content that matters be left to the Clerk to continue to manage appropriately.

-----**end**-----

Signed .....

Dated .....