



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING RESOURCE & FINANCE COMMITTEE

held on

Wednesday 21st August 2019

at

The Guildhall, High Street, Newport

PRESENT: Cllrs: Lyn Fowler
Bill Harper
Alan Lloyd
Tim Nelson
Ian Perry - Chairman

IN ATTENDANCE: Louise Tunks – Deputy Clerk & RFO
Sheila Atkinson – Town Clerk

R&F/
11/19-20 **APOLOGIES FOR ABSENCE - nil**

R&F/
12/19-20 **DECLARATIONS OF INTEREST - nil**

R&F/
13/19-20 **MINUTES**

Members **RESOLVED** the Minutes of the meeting held on 22nd May 2019 as a true record.

R&F/
14/19-20 **PUBLIC SESSION**

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

TOWN COUNCIL FINANCES

R&F/
15/18-19 **Public Toilets**

Members considered a copy of the latest Income & Expenditure and were advised of the damage caused by vandalism once more to the external door of the gent's Public Toilets. Members were informed that the door will need to be replaced. However, the door is bespoke and of a substantial quality being constructed in steel materials, therefore, the quotes received range from between £580 plus fitting to £8,000 fitted. Members were advised that currently funding for public toilets maintenance in N/L 4395 is £1,805.00 therefore insufficient to replace the door to an adequate and acceptable standard. Members **RESOLVED to vire £1,000 from N/L 4387 Floral Competition to N/L 4395 to cover the cost of the replacement door for a replacement within the revised budget apportionment.**

R&F/
16/19-20 **Telford@50 Grant Funding**

Members received an update on the Telford @ 50 projects which includes the Scout Hut Roof, Guildhall Maintenance and the Hub Renovation.

Members were informed that the refurbishment of the Hub has extensively gone over the budget allocation from the Telford @ 50 grant of £60K, mainly due to the unforeseen necessary works required to ensure the building is health & safety compliant and the necessity for additional essential maintenance requirements, uncovered during the onset of work, which includes such items as electric wiring replacement and removal of asbestos.

Members were presented with a list of obligatory goods to make the building fit for purpose and habitable and asked to consider approving spending under the budgeted (£30K) funds allocated to the Hub building in N/L 4181.

Members **RESOLVED** that the Hub refurbishment was needed and support the budgeted funding of £30k in N/L 4181 to be consumed on the required refurbishment.

**R&F/
17/19-20** **CCLA Investment Management Ltd**

Members received a copy of CCLA Investment Management Ltd Market Report including the property fund prices & dividend yields for May, June & July 2019.

Members were advised that a representative from CCLA had been invited to attend a meeting to discuss options available for future investments and has agreed to attend the November meeting.

Members discussed the current investment with CCLA and the current funds held in reserves and **RESOLVED to invest a further £50K with CCLA in the same fund as at present.**

**R&F/18
/19-20** **INSURANCE**

Members were advised that the current insurance policy will expire on 29th September 2019. A quote has been sourced for renewal from the current provider WPS insurance, however, they will not be in a position to submit a quote until the beginning of September but envisage that the renewal should be within a similar region of the current year's premium. Members **RESOLVED to accept the renewal quote from WPS Insurance subject to the premium being in line with the current cost.**

**R&F/19/
19-20** **CIVIC EVENT TOWN CREST POLO SHIRTS**

Members considered the request to purchase polo shirts for staff and councillors to wear at civic events, the first of which is the Heritage Open Day scheduled for 21st September. Members discussed and considered that any item of "uniform" which would endorse and promote the corporate image of the council is of merit and the idea was a worthy investment, and the impression could be expanded upon with items of clothing that could provide both a casual and more formal dress to identify councillors and staff members during civic events and therefore, **RESOLVED to purchase a sufficient number of navy blue Polo Shirts, Ties and Scarfs embellished with an embroidered town crest motif for use by Councillors and Staff members.**

**R&F/20/
19-20 TELFORD COLLEGE - WORK PLACEMENTS OFFER**

Members considered a proposal from Telford College to take part in providing workplace placements in the council offices to enable development of young people in work skills and improve their future employability. Options for employers include student placements of a one off 36 hours for level 2/3 students and an extended work placement (around 350 hours per learner) in preparation for the Governments new T level qualifications. Members discussed the opportunity in depth and highlighted the prospect of a local student achieving work experience in their home town. **Members RESOLVED to express an interest in taking part in the placement scheme, and providing a opportunity for a Newport student, limited to a trial of the 36 hours position followed by a review of the successfulness or restrictions.**

**R&F/21/
19-20 REVIEW OF CEMETERY RULES**

Members were informed that the Town Council will be considering alterations to the eligibility of concession fees for the General Cemetery at its next meeting in September. Members were advised and cautioned to be mindful, that this could have an implication on the budget setting with regards to cemetery income and maintenance which in turn may have an impact on the precept.

**R&F/22/
19-20 EXCLUSION OF PRESS AND PUBLIC**

Members **RESOLVED** “that in view of the special nature of the business about to be conducted, (that is matter(s) relating to 3A lease and Staffing Matters) it is in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.

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

**R&F/23/
19-20 3A LEASE**

Members considered a valuation report for the lease renewal of 3A due in March 2020 and a response provided by the lease holder.

Following consideration and discussion, Members **RESOLVED a revised stepped incremental and non-negotiable rent to be submitted to the current tenant.**

**R&F/24/
19-20 STAFFING MATTERS**

Members received a verbal update from the Town Clerk regarding the current staffing structures and ongoing employment matters. A new employee has been appointed for 18 per week and will commence employment on 2nd September, Mrs Alford will be leaving the employment of the council later in the month.