



Ross-on-Wye Town Council

Minutes of the meeting of the Finance & Personnel Committee
held on Monday 4th February 2019 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor J Gren (Chairman), Councillor C Bartrum and
Councillor D Ravenscroft
Ex Officio Members: Councillor H Bramer and Councillor V Coker
Substitute Members: Councillor R Mayo and Councillor J Roberts

In attendance: Mrs S Robson - Town Clerk

There were no members of the public and no members of the press present.

FP19/02#01

Apologies for Absence

Councillor J Hyde and Councillor J Utting

RESOLVED – to accept the apologies given

FP19/02#02

Declarations of Interest

None received

FP19/02#03

Dispensations

None

FP19/02#04

Public Participation

There were no members of the public present

FP19/02#05

To resolve to exclude members of the press and public

[Public Bodies \(Admission to Meetings\) Act 1960](#)

To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Bartrum

RESOLVED – that agenda item FP19/02# 13 – ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP19/02#06

Finance & Personnel Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 4th December 2018.

[LGA 1972, Sch 12 para41 \(1\).](#)

RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 4th December 2018 be signed as a correct record.

FP19/02#07 **Action Review Summary** – to receive and review outstanding actions
Investigations into alternative banks are still on-going.

RESOLVED – to receive and note the report.

FP19/02#08 **Town Clerk's Report** - to receive and note update from Town Clerk

- Nest Pension contribution increases with effect from 1st April 2019

RESOLVED – to receive and note the report.

FP19/02#09 **Bank Reconciliations**

[Financial Regulations Clause 2.2](#)

To receive confirmation from the appointed verifier that the bank reconciliations have been checked to the Council's bank statements.

The Council's Verifier has checked the last quarter's reconciliations and bank statements and confirmed she is satisfied that everything is in order. The email confirmation will be forwarded to the Committee upon receipt. Councillor Bennett was thanked for her work.

FP19/02#10 **Finance**

- i) To receive and note the Committee's year to date expenditure and income.

Noted

- ii) To receive and note the Council's Bank balances and review the balances of general and earmarked reserves.

Noted

- iii) To consider recommendations to Full Council for the reallocation of any earmarked reserves

The Committee proposed making a recommendation to Full Council to transfer some Earmark Reserves (EMR).

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Roberts

RESOLVED – to recommend to Full Council transferring the remaining balance of the Election Costs budget 2018/19 in the sum of £2221.00 into the EMR and to transfer £742.00 from the EMR Neighbourhood Plan Grant into the NDP Plan Preparation budget 2018/19.

FP19/02#11 **I.T. Monitoring and Maintenance Contract**

To consider options for taking out a new three-year Contract to commence with effect from April 2019 .

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Mayo

RESOLVED – to award a three-year Contract for I.T. Monitoring and Maintenance to Tate Computer Technology effective from 1st April 2019.

FP19/02#12

Budget Setting

To consider report from RFO and three-year draft budget commencing 2019/2020 and to agree recommendations to Full Council for the budget and precept request for 2019/2020.

The Chairman advised that capping the precept should ideally be done at the start of the budget setting process and committees should be directed to aim their priorities in line with the proposed increases.

There was a proposal to reschedule some of the capital costs to be financed from the EMR Property Portfolio to smooth the effects of expenditure in coming years.

The benefit of looking at a three-year budget had been welcomed and the work of the committees looking towards their priorities and projects had been a positive focus.

The Clerk advised that she would minute her advice to the Committee that a balanced budget should be set and that capital projects should be properly budgeted for.

Proposed: Councillor Mayo
For: 5 Against: 2

Seconded: Councillor Coker

RESOLVED – to approve recommendation from the Finance Committee to Full Council adoption of the 2019/2020 balanced budget of £547,945.00 and set the precept at £500,995.00 which equates to a Band D equivalent for Ross-on-Wye of £128.67.

FP19/02#13

In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item FP19/02 # 05 above refers)

Staff in Confidence - Staffing Update

- i) To review and agree expanded portfolio of responsibility for the Finance & Administration Assistant's post and approve an increase in hours to full time (37 hours per week).

Proposed: Councillor Coker
For: 5 Against: 2

Seconded: Councillor Ravenscroft

RESOLVED – to approve an increase in hours to a full-time position for the post of Finance & Administration Assistant which is to be offered to the existing post holder.

There being no further business the meeting closed at 8.20pm



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Chairman



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Date



Ross-on-Wye Town Council

Minutes of the meeting of the Finance & Personnel Committee
held on Monday 1st April 2019 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor J Gren (Chairman), Councillor C Bartrum, Councillor D Ravenscroft and Councillor J Utting
Ex Officio Members: Councillor H Bramer and Councillor V Coker

In attendance: Mrs S Robson - Town Clerk and Councillor R Mayo
There were no members of the public and no members of the press present.

FP19/04#14 Apologies for Absence
All present

FP19/04#15 Declarations of Interest
Councillor Ravenscroft declared a Schedule 2 Interest in Agenda Item FP19/04# 22 iv being a personal friend of the CEO of HALC.

FP19/04#16 Dispensations
None

FP19/04#17 Public Participation
There were no members of the public present.

FP19/04#18 To resolve to exclude members of the press and public
[Public Bodies \(Admission to Meetings\) Act 1960](#)
To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor Coker
Unanimous

Seconded: Councillor Utting

RESOLVED – that agenda item FP19/04# 24– ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP19/04#19 Finance & Personnel Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 4th February 2019.
[LGA 1972, Sch 12 para41 \(1\).](#)

RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 4th February 2019 be signed as a correct record.

FP19/04#20 Action Review Summary – to receive and review outstanding actions
Investigations into alternative banks have not made any progress.

RESOLVED – to receive and note the report.

FP19/04#21 Town Clerk's Report - to receive and note update from Town Clerk

- National Joint Council new pay scales and salary awards with effect from 1st April 2019

RESOLVED – to receive and note the report.

FP19/04#22 Finance

- i) To receive and note the Committee's year to date expenditure and income.

Noted

- ii) To receive and note the Council's Bank balances and review the balances of general and earmarked reserves.

Noted

- iii) To consider recommendations to Full Council for the reallocation of any earmarked reserves.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to recommend to Full Council authorisation for the transfer of £2572 being the balance on the EMR Professional Fees account into the Property Portfolio EMR account.

7.20pm Councillor Ravenscroft having declared an interest in this agenda item left the room.

- iv) To consider expenditure for HALC subscription at an annual cost of £2239.10 plus vat.

Members recognised there would be advantages to remaining with HALC particularly during the year when there would be new councillors requiring training. It was suggested that later in the year a review of the subscription should be undertaken to identify the benefits and consider whether there is sufficient value in renewing the subscription for another year.

Proposed: Councillor Utting
For: 4 Against: 1

Seconded: Councillor Bartrum

RESOLVED – to approve the expenditure for the HALC Subscription for 2019/2020.

7.25 pm Councillor Ravenscroft returned to the meeting.

FP19/04#23

Financial Regulations

To approve inclusion of new text into the Regulations to make provision to allow for a float for unbanked income from the toilets.

Members recognised the need to take steps for arrangements to amend the Financial Regulations to allow use of a cash float for holding unbanked income. However, measures agreed should only be temporary pending a full review of the Regulations. It was agreed that whilst the Council has adopted the 'model' regulations with the scope of works this Council has undertaken the Regulations must be adequate and fit for purpose.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Coker

RESOLVED – to recommend to Full Council the insertion of a new sentence in Clause 9.5 of the Financial Regulations that states ‘the exception being when the sums received cannot be made up to the requisite amounts needed by the Post office/Bank counter service which will then be held in a locked tin until the earliest time it can be banked’.

FP19/04#24

In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item FP19/04 #18 above refers)

Staff in Confidence - Staffing Update

7.42pm Councillor Bartrum declared a Schedule 2 Interest in this agenda item having a personal relationship with one of the potential employees.

1. To ratify decision of the Policy & Management Committee to TUPE cleaning staff (Ref PM19/02# 25) and confirm terms and conditions of employment.

Proposed: Councillor Bramer
Unanimous

Seconded: Councillor Coker

RESOLVED – to approve the TUPE of the two cleaning operatives on the same terms and conditions as their previous contracts with immediate effect. It was agreed that the surplus funds from the Budget for Toilet Cleaning would be transferred into the General Reserve account.

8.05 pm Councillor Bartrum returned to the meeting.

2. To approve interim overtime payments to office staff whilst the recruitment process is taking place for a new member of staff.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Coker

RESOLVED – to approve authority for the Clerk for expenditure within the allocated salaries budget to offer paid overtime to office staff and to source temporary cover as necessary, with a review in June 2019.




3. Staff Updates

- i) Probationary period
- ii) Staff Training
- iii) Staff Appraisals
- iv) Recruitment

RESOLVED – to receive and accept the verbal reports and to approve the Appraisal Panel for the Clerk to be Councillors Bramer, N Gibbs and Gren.

There being no further business the meeting closed at 8.30pm


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Chairman

18 June 19
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Date



Ross-on-Wye Town Council

Minutes of the meeting of the Finance & Personnel Committee
held on Tuesday 18th June 2019 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor J Utting (Chairman), Councillor D Ciolte, Councillor K Fowler,
Councillor D Ravenscroft and Councillor L Stark

Ex Officio Members: Councillor J Roberts and Councillor D Lister

In attendance: Mrs S Robson - Town Clerk

There were no members of the public and no members of the press present.

FP19/06#25 **Apologies for Absence**
None

FP19/06#26 **Declarations of Interest**
None

FP19/06#27 **Dispensations**
None

FP19/06#28 **Public Participation**
There were no members of the public present.

FP19/06#29 **To resolve to exclude members of the press and public**
[Public Bodies \(Admission to Meetings\) Act 1960](#)
To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – that agenda item FP19/06# 38– ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

7.01pm Councillor Roberts arrived at the meeting

FP19/06#30 **Election of Deputy Finance & Personnel Committee Chairman**

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Utting

RESOLVED – to appoint Councillor Ravenscroft to be the Deputy Chairman of the Finance & Personnel Committee.

FP19/06#31 **Finance & Personnel Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 1st April 2019.
[LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 1st April 2019 be signed as a correct record.

FP19/06#32 **Action Review Summary** – to receive and review outstanding actions

Members were advised that investigations into alternative banks has not progressed.

RESOLVED – to receive and note the report.

FP19/06#33 **Town Clerk’s Report** - to receive and note update from Town Clerk

- Changes to arrangements for the Bank mandate have been actioned

RESOLVED – to receive and note the report.

FP19/06#34 **Finance**

- i) To receive and note the Committee’s year to date expenditure and income.

Noted

- ii) To receive and note the Council’s Bank balances and review the balances of general and earmarked reserves.

Noted

- iii) To consider process for 2020/2021 budget preparations, timetable and expectations.

The Committee noted the changes to bring the budget preparations into line with the Financial Regulations by having a three-year budget. It was agreed that a review to look at priorities was necessary to ensure the Council’s funds are being used to their best advantage.

The Council will be considering having an ‘away day’ shortly which will allow an informal opportunity for the Members to talk about priorities and aspirations for the four-year term.

Proposed: Councillor Roberts
Unanimous

Seconded: Councillor Lister

RESOLVED – to recommend to Full Council that the Committees are asked to consider capping the budget by setting a precept that is either not above RPI or in line with Herefordshire Council’s budget (excluding adult and social care increases).



FP19/06#35 Policies

- i) To review the Council's policies on the following ;

Code of Conduct for Employees (last reviewed October 2017)
Local Government Pension Scheme (LGPS) Discretions Policy
(last reviewed December 2017)
Lone Working Policy (last reviewed October 2017)

Proposed: Councillor Fowler
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED - the Committee voted en bloc in favour to approve of the minor amendments, with the exception of the Lone Working Policy which will be deferred to a future meeting to consider a redrafted version.

- ii) to approve transferring the Time Off in Lieu (TOIL) Policy into the Employee Handbook.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to approve transfer of the policy into the Council's Employee Handbook with immediate effect.

FP19/06#36 Contracts

To review the schedule of Council contracts.

7.55pm Councillor Ravenscroft left the meeting

The Committee reviewed the Contracts and there followed a discussion about the process or policy as to how the Council awards contracts. A recommendation from the Climate Working Group was invited for inclusion into the Financial Regulations to ensure policies for sustainability come forward so that in future specifications for contracts can include measures for mitigation of the effect of climate change.

RESOLVED – to note and received the schedule.

FP19/06#37 Correspondence for consideration and response

- i) Herefordshire Council – response regarding the adoption of an Allowance Scheme for Town Councillors

The Committee agreed it did not currently want to participate in an Allowance Scheme. However, it was suggested this was brought to the attention of the Members at the next Full Council meeting when the Committee minutes were reviewed.

It was recommended that a letter be sent to HALC regarding the question of making payments, or an allowance towards child-care and dependents/carers. The Committee felt this issue should be taken up at a national level for NALC to petition central government to reconsider the question of taxation of allowances with HMRC. It was noted in some cases this could be a disincentive and a barrier towards becoming an elected member.



FP19/06#38

In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item FP19/06 #29 above refers)

Staff in Confidence - Staffing Update

1. To ratify decision of the Amenities Committee to offer additional hours to staff during the summer period for weekend bin emptying and litter picking duties within existing terms and conditions of employment (Ref A19/06# 70).

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Fowler

RESOLVED – to approve the decision of the Amenities Committee in line with minute reference A19/06#70

2. To discuss future administrative staffing levels.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Lister

RESOLVED - to accept that existing arrangements for the level of staffing within the administrative departmental structure should remain.

3. Staff Updates

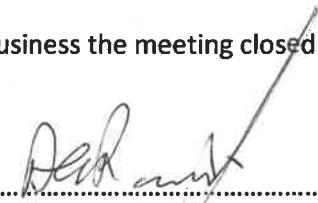
- i) Overtime

A vote of thanks was offered by the Committee to the staff who had worked additional hours over the recent months to provide sufficient levels of service whilst a new member of staff was being recruited.

- ii) Probationary period
- iii) Staff Training
- iv) Staff Appraisals

RESOLVED – to receive and note the verbal report.

There being no further business the meeting closed at 8.50pm


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Chairman


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Date



Ross-on-Wye Town Council

Minutes of the meeting of the Finance & Personnel Committee
held on Tuesday 30th July 2019 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor D Ciolte, Councillor K Fowler, Councillor D Ravenscroft and
Councillor L Stark

Ex Officio Member: Councillor D Lister

In attendance: Mrs S Robson - Town Clerk

There were no members of the public and no members of the press present.

Councillor Ravenscroft took the Chair in the absence of Councillor Utting

FP19/07#39

Apologies for Absence

Councillors J Utting and J Roberts

FP19/07#40

Declarations of Interest

None

FP19/07#41

Dispensations

None

FP19/07#42

Public Participation

There were no members of the public present.

FP19/07#43

To resolve to exclude members of the press and public

[Public Bodies \(Admission to Meetings\) Act 1960](#)

To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor Stark

Seconded: Councillor Fowler

Unanimous

RESOLVED – that agenda item FP19/07# 51– ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP19/07#44

Finance & Personnel Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Tuesday 18th June 2019.

[LGA 1972, Sch 12 para41 \(1\).](#)

RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Tuesday 18th June 2019 be signed as a correct record.

FP19/07#45 Action Review Summary – to receive and review outstanding actions

Members were advised that investigations into alternative banks has not progressed.

The enquiry to NALC regarding members' allowances towards the cost of carers has been passed on to HALC – a response is still awaited.

RESOLVED – to receive and note the report.

FP19/07#46 Town Clerk's Report - to receive and note update from Town Clerk

- Pensions Regulator – works to complete the declaration of compliance for automatic enrolment duties have been confirmed
- HMRC Making Tax Digital – s126 VAT Reclaims are exempt from the new on-line portal

RESOLVED – to receive and note the report.

FP19/07#47 Finance

- i) To receive and note the Committee's year to date expenditure and income.

Noted

- ii) To receive and note the Council's Bank balances and review the balances of general and earmarked reserves.

Noted

- iii) To approve a virement (budget transfer) of £1000 from the Mayor's Allowance Budget into the Mayor's Project Fund.

The Committee reviewed the Policy agreed by the Council for the Mayor's Allowance which confirms the payment must now be made through the payroll. A question was raised as to whether such a virement was legitimate and could ensure compliance with HMRC requirements for the declaration of tax. The Committee agreed that the Policy was clear and needed to be adhered to as otherwise it could leave the Council vulnerable to paying tax and insurance contributions. There was a consensus that should part of the allowance be used towards funding a Project this was within the spirit of the Policy.

Proposed: Councillor Lister
For: 3 Abstentions:2

Seconded: Councillor Fowler

RESOLVED – that the Council's Policy for the Mayor's Allowance is upheld and any payment for the Mayor's Allowance should be made through the payroll.

FP19/07#48 Bank Reconciliations

[Financial Regulations Clause 2.2](#)

To receive confirmation from the appointed verifier that the bank reconciliations have been checked to the Council's bank statements for the first quarter 2019/2020.

RESOLVED – to receive and note the report. Councillor Fowler was thanked for carrying out this importance check.



FP19/07#49 Policies

- i) To review the Council's policy on the following;

Lone Working Policy (last reviewed October 2017)
[Deferred from meeting on 18th June 2019 FP19/06# 35]

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Lister

RESOLVED – to approve the proposed Policy on Lone Working as a replacement to the previously adopted version.

FP19/07#50 Insurance

To accept proposed recommendation to renew the Council's insurance on a Three-Year Long-Term Agreement with effect from 1st August 2019.

The Committee was appraised of the comprehensive review of insurers undertaken by the broker and agreed the proposal to accept the renewal on a three-year long-term agreement which offered good value. It was noted that the value of the cover had increased, and the premium was lower than the previous policy. In addition, the need to have additional Crime & Cyber Cover was recognised and it was therefore agreed to include this within the Council's cover.

Proposed: Councillor Stark
Unanimous

Seconded: Councillor Lister

RESOLVED – to approve the three-year long-term agreement for the Council's insurance policy including Crime & Cyber cover through WPS Insurance Brokers.

FP19/07#51

In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item FP19/07 # 43 above refers)

Staff in Confidence - Staffing Update

- i) To approve Town Clerk's recommendation for appointment to the Office Administrator's position within existing terms and conditions of employment.

Proposed: Councillor Fowler
Unanimous


Seconded: Councillor Ciolte

RESOLVED – to confirm appointment to the post of Office Administrator in line with the Clerk's recommendation, to commence on SCP 5 with effect from August 2019.

- ii) To receive a verbal report from the Town Clerk on a number of Staff Updates.

RESOLVED – to receive and note the verbal report.

There being no further business the meeting closed at 7.50 pm


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Chairman

17 Sept 19
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Date



Ross-on-Wye Town Council

Minutes of the meeting of the Finance & Personnel Committee
held on Tuesday 17th September 2019 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor D Ciolte, Councillor K Fowler, Councillor D Ravenscroft,
Councillor L Stark and Councillor J Utting (Chairman)
Ex Officio Member: Councillor J Roberts

In attendance: Mrs S Robson - Town Clerk
There were no members of the public and no members of the press present.

FP19/09#52 **Apologies for Absence**
Councillor D Lister

FP19/09#53 **Declarations of Interest**
None

FP19/09#54 **Dispensations**
None

FP19/09#55 **Public Participation**
There were no members of the public present.

FP19/09#56 **To resolve to exclude members of the press and public**
[Public Bodies \(Admission to Meetings\) Act 1960](#)
To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor Roberts
Unanimous

Seconded: Councillor Stark

RESOLVED – that agenda item FP19/09# 63– ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP19/09#57 **Finance & Personnel Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Tuesday 30th July 2019.**
[LGA 1972, Sch 12 para41 \(1\).](#)

RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Tuesday 30th July 2019 be signed as a correct record.

FP19/09#58 Action Review Summary – to receive and review outstanding actions

Members were advised that investigations into alternative banks has not progressed.

The enquiry to NALC regarding members' allowances towards the cost of carers has been passed on to HALC – the response has been chased up but still nothing further to date.

RESOLVED – to receive and note the report.

FP19/09#59 Town Clerk's Report - to receive and note update from Town Clerk
No report

FP19/09#60 Finance

- i) To receive and note the Committee's year to date expenditure and income.

Noted

- ii) To receive and note the Council's Bank balances and review the balances of general and earmarked reserves.

Noted

FP19/09#61 Policies

- i) To review the Council's policy on the following (enclosed);

Financial Reserves Policy (last reviewed April 2018)

Proposed: Councillor Roberts
Unanimous

Seconded: Councillor Fowler

RESOLVED – to approve the minor revision for immediate implementation.

FP19/09#62 Herefordshire Council Consultation

To consider the Council's formal response to review of Polling Districts, Polling Places and Polling Stations 2019. (Deadline 23rd September)
(Deferred by Full Council 9th September 2019 19/09#148).

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Stark

RESOLVED – to propose there should be no change to the Polling Stations in Ross West and that in Ross East the Polling Station at The Venue should be discontinued and transferred to the Larruperz. It was also proposed that in Ross North there should be a Polling Station located within easy access to the Greytrees/Brampton district and it was suggested that either the Rugby Club or the Kingdom Hall of Jehovah's Witnesses might be suitable.



FP19/09#63

In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item
(Item FP19/09 #56 above refers)

Staff in Confidence - Staffing Update

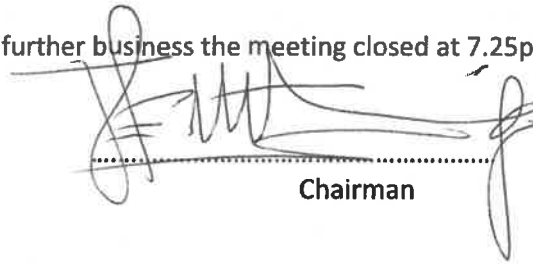
- i) To approve Town Clerk's recommendation for overtime payments to be offered to staff attending the Council 'Away Day'.
- ii) To receive a verbal report from the Town Clerk on a number of Staff Updates.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Roberts

RESOLVED – to receive and note the verbal report and to authorise expenditure for overtime to staff to attend the 'Away Day' as necessary.

There being no further business the meeting closed at 7.25pm



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Chairman

19 Nov 19
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Date

FP19/11#70 Action Review Summary – to receive and review outstanding actions

Members were advised that investigations into alternative banks have not progressed.

The enquiry to NALC regarding members' allowances towards the cost of carers has been passed on to HALC – the response has been chased up but still nothing further to date.

All other actions are complete.

RESOLVED – to receive and note the report.

FP19/11#71 Town Clerk's Report - to receive and note update from Town Clerk
No report

FP19/11#72 Finance

i) To receive and note the Committee's year to date expenditure and income

Noted

ii) To receive and note the Council's Bank balances and review the balances of general and earmarked reserves.

Noted

FP19/11#73 Bank Reconciliations

[Financial Regulations Clause 2.2](#)

To receive confirmation from the appointed verifier that the bank reconciliations have been checked to the Council's bank statements for the second quarter 2019/2020.

RESOLVED – to receive and accept the verbal report to confirm that everything is in order, the cashbook balances to the bank reconciliations and bank statements are all in balance.

FP19/11#74 Finance – Internal Audit

To receive and accept the Interim Internal Audit Report dated 24th September 2019 and consider the conclusions.

Members were pleased to accept the findings of the report and to note there are no issues arising. The Report concludes that the Council has effective systems in place and there is a sound proactive approach to risk management and corporate governance issues.

RESOLVED – to note and accept the report and conclusions.

FP19/11#75 Policies

To review the Council's policy on the following;

- Annual Investment Strategy

The Committee discussed its strategy regarding investments and agreed that at this present time there was no further requirement to invest the Council's funds outside where they are currently held.



Proposed: Councillor Utting
Unanimous

Seconded: Councillor Fowler

RESOLVED – to approve the minor amendments to the policy for immediate implementation.

7.35pm Councillor Ravenscroft having declared an interest left the meeting

FP19/11#76 Herefordshire Association of Local Councils (HALC) Subscription

- i) To review the membership benefits and consider the level of service received
- ii) To consider the membership fees for 2020/2021 and discuss option to renew

Proposed: Councillor Utting
Unanimous

Seconded: Councillor O'Driscoll

RESOLVED – to recommend renewing the subscription for the next 12 months, effective from April 2020, recognising that in order to ensure value for money is achieved Councillors must take advantage of the training courses. It was agreed that feedback should be given in relation to the occasions when advice has been sought but that service has fallen short due to a lack of responsiveness. The Committee agreed to review the membership fees in 12 months time at which point possible withdrawal would be considered if the responsiveness of the advice service had not improved.

7.45pm Councillor Ravenscroft returned to the meeting

FP19/11#77

In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item FP19/11 # 68 above refers)

Staff in Confidence - Staffing Update

To receive a verbal report from the Town Clerk on a number of Staff Updates.

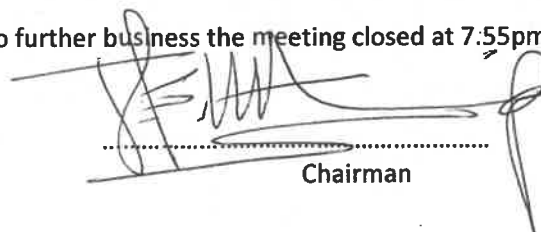
- i) To note staff overtime payments in relation to additional hours for the Royal Visit
- ii) To receive a verbal report regarding staff probationary periods.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Fowler

RESOLVED – to receive and note the verbal report and to confirm the appointment of the Finance & Administrative Assistant on a permanent basis with effect from 3rd December 2019, having successfully completed the six-month probationary period.

There being no further business the meeting closed at 7:55pm


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Chairman

27 Jan 20,
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Date