



Ross-on-Wye Town Council

Minutes of the meeting of the Finance & Personnel Committee
held on Monday 5th February 2018 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor J Gren (Chairman), Councillor V Coker & Councillor J Roberts
Ex Officio Member: Councillor H Bramer

In attendance: Mrs S Robson - Town Clerk

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

FP18/02#01 Apologies for Absence
Councillor Cutter – Family Commitment
Councillor Gibbs – Conflicting Engagement
Councillor Hyde - Conflicting Meeting

RESOLVED – to accept the apologies given

FP18/02#02 Declarations of Interest
Councillor Coker disclosed a Schedule 1 Interest in Agenda Item FP18/02#10 as her company has the contract for the existing broadband provision.

FP18/02#03 Dispensations
None

FP18/02#04 Public Participation
There were no members of the public present

FP18/02#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 Bramer
Unanimous

Seconded: Councillor Coker

RESOLVED – that agenda item FP18/02# 17 – ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP18/02#06 Finance Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 4th December 2017.
[LGA 1972, Sch 12 para41 \(1\).](#)

RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 4th December 2017 be signed as a correct record.

FP18/02#07 Action Review Summary – to receive and review outstanding actions

Members were informed that no further work had been done on investigations into investment opportunities.

RESOLVED – to receive and note the report.

FP18/02#08 Town Clerk’s Report - to receive and note update from Town Clerk (for information only)

- The clerk will be attending the Practitioners’ Conference – 22/23 February, in Kenilworth. Members were advised of the conference programme.
- Automatic Enrolment Thresholds for pension arrangements have been published and notification received of the new employer contribution rates for the NEST scheme from April 2018.

FP18/02#09 Policies

To review the Council’s policy on the following;

- i) Financial Regulations – last reviewed July 2016

RESOLVED – to confirm that no changes are necessary at this present time and to confirm that the Regulations are still fit for purpose.

The Chairman requested that Item FP18/02#10 be moved to the end of the meeting.

FP18/02#11 Finance – Internal Audit 2017/2018

- i) To receive and consider the correspondence relating to the work done by the Internal Auditor.

RESOLVED – to receive and note the report.

- ii) To receive and accept the correspondence from the internal auditor in relation to future work.

RESOLVED – to accept the letter of resignation from the Internal Auditor and agree to write a letter of thanks to him for his work.

FP18/02#12 Employee Handbook

To approve recommendation to update the Handbook with legislative changes and best practice as advised by the Council’s retained consultant.

Members recognised the need to review the Handbook and ensure it complies with changes in legislation.

Proposed: Councillor Roberts
Unanimous

Seconded: Councillor Coker

RESOLVED – to approve the updated Employee Handbook for immediate circulation to all members of staff.



FP18/02#13

Conde Twinning Association

To consider request in relation to the proposed Civic Reception to mark the 40th anniversary of the Ross/Conde Twinning and to discuss an appropriate gift to be presented by the Mayor on behalf of the Council.

The Committee discussed the civic arrangements for the upcoming anniversary visit and agreed that the Secretary of the Twinning Association and the Mayor could liaise to choose an appropriate gift from the Council.

Proposed: Councillor Roberts
Unanimous

Seconded: Councillor Coker

RESOLVED – to approve the expenditure of £250.00 for the civic reception from the 2018/2019 Twinning Budget and that a suitable gift be sourced to commemorate the fortieth anniversary up to the value of the remaining budget for 2017/2018 in the Civic and Regalia Budget Code (£150.00).

FP18/02#14

CCTV

To consider and note the update regarding the CCTV system in Herefordshire for 2017.

Members noted the report shows what a positive presence the cameras are for detecting and preventing crime but noted that the deterrent value is unquantifiable.

RESOLVED – to receive and note the report.

FP18/02#15

Applications for Grants

To consider the following applications for grants;

- Ross-on-Wye Cricket Club – request for grant funding in the sum of £570.00 towards the cost of purchasing a boundary rope and rope reel trolley.

Proposed: Councillor Roberts
Unanimous

Seconded: Councillor Bramer

RESOLVED – to approve grant funding to Ross-on-Wye Cricket Club in the sum of £550.00 towards the cost of purchasing a boundary rope and rope reel trolley.

- Ross-on-Wye Choral Society – request for grant funding in the sum of £500.00 towards the cost putting on a concert.

Proposed: Councillor Gren
Unanimous

Seconded: Councillor Coker

RESOLVED – to approve grant funding to Ross-on-Wye Choral Society in the sum of £500.00 towards the cost of putting on a concert.

- Ross-on-Wye & Monmouth Sea Cadets - request for grant funding in the sum of £500.00 towards the cost of purchasing a fire alarm system.

Proposed: Councillor Coker
Unanimous

Seconded: Councillor Bramer

RESOLVED – to approve grant funding to Ross-on-Wye & Monmouth Sea Cadets in the sum of £500.00 towards the cost of purchasing a fire alarm system.



- Ross Town Carnival - request for grant funding in the sum of £500.00 towards the cost of putting on the Summer Carnival event.

Proposed: Councillor Bramer
Unanimous

Seconded: Councillor

RESOLVED – to approve grant funding to Ross Town Carnival in the sum of £500.00 towards the cost of putting on the Summer Carnival event.

FP18/02#16 Grant Funding Update

To receive and note final reports from organisations detailing expenditure of the grant funding;

- Ross-on-Wye Christmas Carnival - grant awarded in the sum of £500.00 towards the cost of putting on the Christmas Carnival event.
- Ross Penyard Singers - grant awarded in the sum of £200.00 towards the cost of putting on the Autumn Concert.

RESOLVED – to receive and note the final reports.

FP18/02#17 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 FP18/02 # 05 above refers)

Staff in Confidence - Staffing Update

Members were informed that contingency arrangements had been put in place to ensure the operational requirements of the Council in relation to the amenity activities can continue. More permanent arrangements would be considered once the outcome of the staffing structure review was known.

RESOLVED – to receive and note the verbal report.

8.00pm Councillor Coker left the meeting having declared a Schedule 1 Interest

FP18/02#10 Telephone Contract

To consider renewal of the Council's contract for the provision of leased telephone lines, broadband and telephone maintenance.

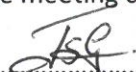
Members emphasised the importance of keeping the Council up to date with modern technology and the need to make broadband services within the offices more resilient. The proposals outlined would future proof existing and future communications and ensure improved efficiencies.

Proposed: Councillor Roberts
Unanimous

Seconded: Councillor Gren

RESOLVED – to approve the renewal of the contract with the existing supplier for a period of three years based on the costs for the installation and line rental of x1 ISDN2, x1 Analogue line for fibre broadband, phone maintenance of the existing system and call charges.

There being no further business the meeting closed at 8.15pm

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Chairman

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16/4/18
Date



Ross-on-Wye Town Council

Minutes of the meeting of the Finance & Personnel Committee
held on Monday 16th April 2018 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor J Gren (Chairman), Councillor V Coker, Councillor P Cutter & Councillor J Hyde
Ex Officio Member: Councillor N Gibbs
Substitute Member: Councillor J Utting

In attendance: Mrs S Robson - Town Clerk

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

FP18/04#25 Apologies for Absence
Councillor J Roberts – Work Commitment

FP18/04#26 Declarations of Interest
None received

FP18/04#27 Dispensations
None

FP18/04#28 Public Participation
There were no members of the public present

FP18/04#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 Cutter
Unanimous

Seconded: Councillor Coker

RESOLVED – that agenda item FP18/04# 37 – ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP18/04#30 Finance Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 5th February 2018 and the extra ordinary meeting on Wednesday 21st March 2018.

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

RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 5th February 2018 and the extra ordinary meeting on Wednesday 21st March 2018 be signed as a correct record.

FP18/04#31 Action Review Summary – to receive and review outstanding actions

Members were informed that no further work had been done on investigations into investment opportunities.

The new Employee Handbook has been received, there are some local revisions that need to be made but once that is complete it can be circulated to all staff.

RESOLVED – to receive and note the report.

FP18/04#32 Town Clerk's Report - to receive and note update from Town Clerk (for information only)

- HMRC – the Consultant's report identified the activities of the Council that are 'business' activities. The new Market House lease is a 'non business' activity to enable reclamation of vat on the renovations. Further advice was sought about the public toilets which has now been received. The Members were advised currently the Council is below the £7.5k vat threshold for business activities and therefore cannot register for VAT. Should new activities be introduced or extensive expenditure on the Corn Exchange be considered this would have to be reviewed. This concludes this item.
- Investigations towards moving the Council's bank accounts have been halted pending further information regarding introducing control measures to ensure security for processing BACS payments on line. A further report will be made to the Committee in due course.

FP18/04#33 Policies

To review the Council's policy on the following;

- i) Financial Reserves Policy – last reviewed November 2016

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor Gibbs

RESOLVED – to confirm that no changes are necessary at this present time and to confirm that the Policy is fit for purpose.

FP18/04#34 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.

RESOLVED – to receive and note the report.



FP18/04#35

Finance – Internal Audit commencing 2018/2019

To receive report and consider recommendations in relation to the engagement of a new internal auditor for a four-year contract.

Members considered the Clerk's report that accompanied the three quotes. The quote from 'supplier 1' was preferred, the Members agreed the proposed audit report looked very thorough and matches the Committee's expectations and approach to risk management.

Proposed: Councillor Gren
Unanimous

Seconded: Councillor Gibbs

RESOLVED – to engage Auditing Solutions for a four-year Contract to provide internal audit services at a maximum cost of £1050 plus vat in year one and £840.00 (at current rate) for subsequent years.

FP18/04#36

Fixed Assets – 2017/2018

To confirm updated schedule of the Council's Fixed Assets in accordance with guidance from the Governance and Accountability for Smaller Authorities in England (Section 5.146).

RESOLVED – to receive and confirm the updated schedule of Fixed Assets at 31/3/2018.

FP18/04#37

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 FP18/04 # 29 above refers)

Staff in Confidence - Staffing Update

Members were updated on the current status of the recruitment process.

RESOLVED – to accept and note the verbal update

There being no further business the meeting closed at 7.55pm

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Chairman

21/5/18
Date



Ross-on-Wye Town Council

Minutes of the meeting of the Finance & Personnel Committee
held on Monday 21st May 2018 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor J Gren (Chairman), Councillor D Ravenscroft and
Councillor J Utting
Substitute Member: Councillor R Mayo, Councillor C Utting

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

FP18/05#38 Apologies for Absence
Councillor C Bartrum, Councillor H Bramer, Councillor V Coker, Councillor J Hyde

RESOLVED – to accept the apologies given

FP18/05#39 Declarations of Interest
None received

FP18/05#40 Dispensations
None

FP18/05#41 Public Participation
There were no members of the public present

FP18/05#42 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 Ravenscroft

RESOLVED – that agenda item FP18/05# 49 – ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP18/05#43 Election of Deputy Chairman

Proposed: Councillor Ravenscroft

Seconded: Councillor Mayo

RESOLVED – that Councillor J Utting be appointed as Deputy Chairman to the Finance & Personnel Committee.

FP18/05#43 Finance Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 16th April 2018.
[LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 16th April 2018 be signed as a correct record.

FP18/05#44 Action Review Summary – to receive and review outstanding actions

Members were informed that no further work had been done on investigations into investment opportunities. There was some discussion as to whether there was still any need to look at investments and if the risk ratio would offer enough benefit given the low interest rates. It was agreed the item was not a priority and that the item would be marked up as in abeyance.

Work is continuing on the new Employee Handbook which should be ready for circulation shortly.

The instruction manuals have been received from the Bank and further work is needed to make sure the Council can ensure there are control measures that can be introduced to satisfy the Financial Regulations before going ahead with on-line processes.

RESOLVED – to receive and note the report.

FP18/05#45 Town Clerk's Report - to receive and note update from Town Clerk (for information only)

- Internal Audit – an appointment has been made with the Auditor to complete the audit work this week and the External Audit Forms will be signed off.

FP18/05#47 External Audit

To receive information regarding the Year End reports and notification of the external audit process and submission of the Annual Governance and Accountability Return 2017/2018 for approval at Full Council (11th June 2018).

A detailed report outlining the arrangements for the Audit had been circulated. It outlined the specific information to evidence the measures taken by the Council to approve the Annual Governance Statement.

Proposed: Councillor J Utting
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to note the report and the contents and make a recommendation to Full Council to approve the Annual Governance Statement Assertions that the Council has ensured a sound system of internal control.

7.40pm The Town Clerk left the meeting

FP18/05#48

Personnel

- i) to receive update regarding the Council's decision to engage HALC to carry out a Job Evaluation for the town clerk's post (Full Council resolution 18/02#43).

Members were notified that HALC had withdrawn the offer of carrying out the Town Clerk's Job Evaluation on the grounds of advice from their insurer.

- ii) to consider alternative available options to carry out the Job Evaluation and approve expenditure to engage an outside contractor.

Proposed: Councillor J Utting
Unanimous

Seconded: Councillor D Ravenscroft

RESOLVED – to uphold the Council's decision for a second Job Evaluation for the post of Town Clerk. The recommendation from HALC to engage the County Secretary from the Leicestershire & Rutland Association of Local Councils at a cost of £150.00 was approved. It was agreed to appoint Councillors Bramer and Gren to be the nominated councillors involved in the process. The existing Person Specification and Job Description to be circulated to the Committee Members for comment to the Committee Chairman.

8.10pm The Town Clerk returned to the meeting

FP18/05#49

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 FP18/05 # 42 above refers)

Staff in Confidence - Staffing Update

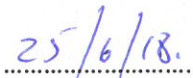
Members were updated on the status of the recruitment process and also informed of a HALC Finance training course that has been booked.

RESOLVED – to accept and note the verbal update

There being no further business the meeting closed at 8.20 pm



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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 25th June 2018 at 7.00pm

at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor J Gren (Chairman), Councillor J Hyde, Councillor D Ravenscroft and Councillor J Utting

Ex Officio Members: Councillor H Bramer and V Coker

Substitute Member: Councillor P Symonds

In attendance: Mrs S Robson - Town Clerk

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

FP18/06#50 **Apologies for Absence**
Councillor C Bartrum

RESOLVED – to accept the apologies given

FP18/06#51 **Declarations of Interest**
None received

FP18/06#52 **Dispensations**
None

FP18/06#53 **Public Participation**
There were no members of the public present

FP18/06#54 **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 Ravenscroft
Unanimous

Seconded: Councillor Bramer

RESOLVED – that agenda item FP18/06# 63 – ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP18/06#55 **Finance Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 21st May 2018.
[LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 21st May 2018 be signed as a correct record.

FP18/06#56 Action Review Summary – to receive and review outstanding actions

RESOLVED – to receive and note the report.

FP18/06#57 Town Clerk's Report - to receive and note update from Town Clerk (for information only)

- External Audit – the Annual Governance & Accountability Return for the year end 31st March 2018 was submitted by email on 14th June 2018.

FP18/06#58 BACS Payments

To receive the BACS Payments Procedures Report and consider the Officer Recommendations.

Members noted and received the report, recognition was given to the benefits and improvement this would allow the Council.

RESOLVED – to authorise the Clerk to make further investigations with the Council's Bank in preparation for making internet payments via BACS and make recommendations to Full Council on the Committee's behalf to seek authority for any necessary variations to financial regulations and procedures to implement the BACS process.

FP18/06#59 Committee Compliance to Councils Financial Regulations

To discuss compliance with the Council's Financial Regulations agreed in February 2018, with a resolution recommending to the Full Council to instruct all Committees to create their three-year forecast at their next committee meeting.

It was proposed that each of the committees be asked to work on putting together a three-year plan.

Proposed: Councillor J Utting
Unanimous

Seconded: Councillor Symonds

RESOLVED – to instruct each of the committees to commence work on a three-year budget based on the capital aspects and projects that each of the committees wish to prioritise, for scrutiny by the Finance & Personnel Committee at its November meeting.

FP18/06#60 Approach to creating FY2019/2020 Budget

To discuss how the Finance & Personnel Committee will scrutinise the creation and recommendation of the FY2019/2020, including issuing guidance to other Committees.

The Committee recognised the process of each committee setting its own budget and how this is then referred to the Finance & Personnel Committee for a recommendation to be made to Full Council. The Council will look carefully at affordability in the early stages of work between the committee chairmen with officers in drafting a budget.

There was a discussion about how the Committee could set in place some targets for the committees to aid with budget setting and whether there should be a cap on percentage increases.

There was no resolution put forward.

FP18/06#61

Proper Management of Capital or Significant Expenditure

To discuss recommendation for project plans to be drawn up for existing and all future contracts.

It was noted that the resolution in item FP18/06# 59 responded directly to this agenda item.

FP18/06#62

Review of Reserves

To review the current status of reserves and the current calls on these reserves, and to agree for this to be a standing agenda item for the committee.

It was noted the reserves are reviewed annually. The Clerk was authorised to circulate a report to the Committee confirming the committed expenditure from the reserves that are as yet unspent.

8.20pm

The Town Clerk left the meeting

FP18/06#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 FP18/06 # 54 above refers)

Staff in Confidence - Staffing Update

To receive and consider the report and recommendations from Leicestershire & Rutland Association of Local Council in relation to the Town Clerk's Job Evaluation.

Proposed: Councillor Bramer
Unanimous

Seconded: Councillor J Utting

RESOLVED – to note the recommendation in the report and approve a spot rate for the Town Clerk's post, in conjunction with NALC/SLCC National Agreement, of SCP 43 backdated to April 2018. In addition, approval was given for the existing post holder to be awarded 2 discretionary additional salary points for success in having obtained the CiLCA and Cert HE (University of Glos) qualifications, as per the National Agreement.

There being no further business the meeting closed at 8.35 pm

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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 October 2018 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 V Coker
Substitute Member: Councillor P Cutter

In attendance: Mrs S Robson - Town Clerk

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

FP18/10#64 **Apologies for Absence**
Councillor J Hyde

RESOLVED – to accept the apologies given

FP18/10#65 **Declarations of Interest**
None received

FP18/10#66 **Dispensations**
None

FP18/10#67 **Public Participation**
There were no members of the public present

FP18/10#68 **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 Cutter
Unanimous

Seconded: Councillor J Utting

RESOLVED – that agenda item FP18/10# 78 – ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP18/10#69 **Finance & Personnel Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 25th June 2018.**
[LGA 1972, Sch 12 para41 \(1\).](#)

RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 25th June 2018 be signed as a correct record.

FP18/10#70 Action Review Summary – to receive and review outstanding actions

Members expressed their support for continuing to investigate options for banking arrangements that will allow on-line banking with adequate security measures.

RESOLVED – to receive and note the report.

FP18/10#71 Town Clerk's Report - to receive and note update from Town Clerk

- Referendum principles for capping – it was noted that the Government intends to continue the deferral of setting referendum principles for local councils but will keep this under review.
- Brexit – work will commence with contractors to ensure there will be no gaps of provision of goods or services to the Council.

RESOLVED – to receive and note the report.

FP18/10#72 Policies

To review the Council's policy on the following;

- Purchasing Delegations Limits & Active Purchasing Policy
(last reviewed June 2016)

Minor amendments were agreed to enable adequate arrangements for deputising in the clerk's absence, in addition to new text to reflect the post of Amenities Manager.

Proposed: Councillor J Utting
For: 5 Abstention: 1

Seconded: Councillor Bartrum

RESOLVED – to approve the policy with the amendments proposed.

- Annual Investment Strategy
(last reviewed July 2017)

Members were advised of the necessary update to ensure compliance with the legislative amendments that came into force on 1st April 2018. Other minor additional and deletions were approved to reflect the Council's practices.

Proposed: Councillor J Utting
Unanimous

Seconded: Councillor Coker

RESOLVED – to approve the policy with the amendments proposed.

FP18/10#73 Finance – Internal Audit 2018/2019

To receive and accept the Interim Internal Audit Report from Auditing Solutions dated 12th September 2018 and consider conclusions and recommendations.

The Clerk and her Team were thanked for their work to ensure the financial arrangements of the Council are kept in such good order. The thorough and detailed report from the new Auditors was welcomed and confirmed assurances that the Council has effective systems in place for internal controls and procedural documentation.

Proposed: Councillor Cutter
Unanimous

Seconded: Councillor Gren

RESOLVED – to receive and accept the report.



FP18/10#74

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.

Councillor Bennett was publicly thanked for the work she has carried out in checking the Council's bank accounts and cashbook reconciliations.

Proposed: Councillor Coker
Unanimous

Seconded: Councillor Cutter

RESOLVED – to receive and note the report.

FP18/10#75

Budget

To receive and note the current budget report for YTD figures 2018/2019

There was a brief discussion relating to the policy for the Mayor's Allowance and the need to ensure proper records and documentation is retained.

RESOLVED – to receive and note the report.

FP18/10#76

Finance

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

RESOLVED – to receive and note the report.

FP18/10#77

Insurance

To receive and note the report to review the Council's insurance provision *renewal date of policy 1st August 2018.*

A number of questions were raised, the new style Summary of sums insured was welcomed. It was noted this is the final year of the long-term agreement and that during late spring of 2019 arrangements would commence to investigate the best options for the Council going forward.

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor J Utting

RESOLVED – to receive and note the report.

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3/12/18

FP18/10#78

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 FP18/10 # 68 above refers)

Staff in Confidence - Staffing Update

- i) To receive a verbal report on members of staff during their probationary period

Members were appraised of the progress of the three new members of staff who are in their probationary period at present.

- ii) To approve staff overtime payments from within the existing payroll budget

Members were asked to authorise overtime payments for the Projects Officer and the Assistant Town Clerk that had accrued during the first quarter of the financial year. In addition, it was agreed to offer overtime to the Amenities Staff for the 'Battle's Over' event on November 11th. The Clerk advised Members there was sufficient allowance within the payroll budget to cover these payments.

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Cutter

RESOLVED – to receive the verbal reports, note the contents and approve the expenditure for overtime for individual staff members.

There being no further business the meeting closed at 8.15 pm

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Chairman

..... 3/12/18
Date



Ross-on-Wye Town Council

Minutes of the meeting of the Finance & Personnel Committee
held on Monday 3rd December 2018 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
Substitute Member: Councillor R Mayo

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

FP18/12#79 **Apologies for Absence**
Councillor V Coker, Councillor J Hyde

RESOLVED – to accept the apologies given

FP18/12#80 **Declarations of Interest**
None received

FP18/12#81 **Dispensations**
None

FP18/12#82 **Public Participation**
There were no members of the public present

FP18/12#83 **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 J Utting
Unanimous

Seconded: Councillor Mayo

RESOLVED – that agenda item FP18/12# 90 – ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP18/12#84 **Finance & Personnel Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 1st October 2018.**
[LGA 1972, Sch 12 para41 \(1\).](#)

RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 1st October 2018 be signed as a correct record.

FP18/12#85 **Action Review Summary** – to receive and review outstanding actions
No further updates since the last meeting.

RESOLVED – to receive and note the report.

FP18/12#86 **Town Clerk's Report** - to receive and note update from Town Clerk

- Low Claims Rebate on Insurance Policy – refund in sum of £326.67
- Bank Mandates – the mandate to be updated to remove C Gray, committee agreed not to add another member.

RESOLVED – to receive and note the report.

FP18/12#87 **Policies**

a) **To review the Council's policy on the following;**

- Statement of Internal Control (last reviewed July 2017)

Proposed: Councillor J Utting
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to approve the policy with the amendments proposed.

b) **to approve replacing the previous Appraisal Policy with the proposed Staff Appraisal Policy and Procedure.**

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to approve the proposed new policy to replace the previous one with immediate effect.

FP18/12#88

Budget

To receive and note the current budget report for YTD figures 2018/2019.
Looking at committee spends in future months

Deferred

FP18/12#89

Finance

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

RESOLVED – to receive and note the report.

FP18/12#90

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 FP18/12 # 83 above refers)

Staff in Confidence - Staffing Update

- i) To receive verbal report on members of staff during their probationary period



Members were appraised of the progress of the three new members of staff, two who are still in their probationary period, and the third having been confirmed as a permanent member of staff.

- ii) To receive and consider report and recommendations for the Review of the Staffing Structure.

Proposed: Councillor Bramer

Seconded: Councillor Ravenscroft

For: 5 Against: 1

RESOLVED – to receive and note the contents of the confidential written report and approve the two Officer Recommendations effective April 2019.

There being no further business the meeting closed at 8.10pm


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Chairman

4/2/19
.....
Date