

EARL SHILTON TOWN COUNCIL

MINUTES of the FINANCE & POLICY WORKING PARTY MEETING

Held at 7.00 p.m. on

Monday 07 November 2022

At The Public Library, Wood St., Earl Shilton, LE9 7NE.

MEMBERS PRESENT:

Councillors: Cllrs R Allen, I Faver and M Leman.

In attendance: Town Clerk, Mr ME Jackson.
Deputy Clerk, Mrs C Houghton
Members of public – nil.

1. *Election of a Working Party Chairman and possibly Deputy Chairman for the Civic Year.*

Resolved: to elect Cllr I Faver as Chairman of the Working Party for the remainder of the 2022/23 Civic Year. Cllr Faver was congratulated and thanked by his fellow members on his appointment and for his commitment.

2. *Chairman's welcome and any opening remarks.*

Cllr Faver proceeded directly to the agenda.
Noted and received.

3. *To receive apologies for member absence.*

Cllr C Ladkin submitted his reasoned apology for absence in advance of the meeting and this was tabled by the Town Clerk.

Resolved: to accept the Member tabled apology as recorded by the Clerk.

4. *Declarations of interests. To receive disclosures of member's interests, i.e. the existence and the nature of those interests in respect of items on this agenda. **None.***

5. *To receive and approve as a true record, the minutes of the Finance & Policy Working Party meeting held on 06 January 2022.*

Resolved: to accept as a true record of the Working Party meeting of 06 January 2022; the minutes tabled for the Chairman's signature and already distributed in draft to members with their agenda packs.

6. *Annual Review of Council's:*

- a. *Standing Orders.*
- b. *Financial Regulations.*



- c. *Annual Risk Assessment.*
- d. *Policies & Procedures (HR) Handbook.*

Members and the Town Clerk went through each document page by page and will recommend to Full Council on 14 Nov 22 the highlighted amendment to each in turn for ratification.

Points to note:

- The LGA/NALC May 2021 *Member Code of Conduct* adopted by ESTC in March 2022 like most all tier Councils across Leicestershire will be referenced by *Standing Orders*.
- The latest (Oct 22) model *Councillor & Officer Protocol* will replace Section 10 of the *ESTC HR Handbook*.
- NALC *Legal Topic Note 5E* para 42 is already complied with by ESTC and referred to clearly in *Standing Orders*.

Resolved: to present the written changes to Full Council for approval.

7. *Half Year spend against budget review by cost centre and account code.*

Members reviewed the half year actual spend against precepted budget. Whilst there are some spending codes under pressure others are not therefore overall at this stage in the financial year the budget is on track. The Clerk is to remind Town based Community Groups that grant funding is available.

Other points to note are:

- The first half year VAT refund is £13,892.66.
- General Reserves remain good and proper.
- Earmarked Reserves are prudent but members at precept building may wish to consider budgeting modest regular annual sums into the Parks equipment EMR as s.106 developer contributions are not always an infinite source of funding.

Noted and received.

8. *Any update regarding the LRALC Governance Review planned for week commencing Mon 21 Nov 22.*

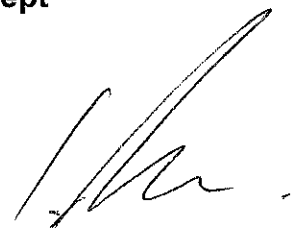
The Town Clerk informed Members that all the pre-review documents have been submitted to the LRALC Chief Operating Officer and that the commencement date remains extant however ESTC still await a detailed programme of the process.

Noted and received.

9. *Suggested dates, (because of the way the 2023 New Year's Day Public holiday falls on Mon 02 Jan 23); for the January 2023 Precept building Working Party meeting and following week Full Council setting meeting Mon 16 Jan 23 and Mon 23 Jan 23 respectively.*

Resolved: to recommend to Full Council that in January 2023 meeting dates are as follows:

1. **Mon 16 Jan 23 – Finance & Policy Working Party: Precept building.**



**2. Mon 23 Jan 23 – Full Council – Precept setting.
Last item.**

The meeting closed at 8.37 p.m. with the Chairman thanking members for their attendance and contributions

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