

EARL SHILTON TOWN COUNCIL
MINUTES of the FINANCE & POLICY WORKING PARTY MEETING

Held at 7.00 p.m. on

Monday 22 October 2019

At The *Stute*, Station Rd., Earl Shilton, LE9 7GA.

MEMBERS PRESENT:

Councillors: Cllrs Mrs CM Coe, (Chairman), B Granger and K Lapsley.

In attendance: Town Clerk – Mr ME Jackson. Members of public – nil.

1. *Chairman's welcome and opening remarks.*

The Chairman welcomed members to the meeting and proceeded to the agenda without further comment.

Noted and received.

2. *To receive apologies for member absence. **None.***
3. *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.***
4. *To receive and approve as a true record, the minutes of the Finance & Policy Working Party meeting held on 09 September 2019.*
Resolved: to accept, as tabled, the minutes of the meeting of the Finance & Policy Working Party on the 09 September 2019, circulated to members before this meeting; as a true record of proceedings.
5. *To decide recommendations to Full Council for any amendments to:*
 - a. *The 2019 NALC revised model and other amendments to ESTC Financial Regulations.*
 - i) To retain the current 'budgetary control and authority to spend' limits extant in ESTC *Financial Regulations* as they work in practice for this Council.
 - ii) To change para 4.3 to allow the carry forward of unexpended sums to the new precept of items for public and civic events only, e.g. *Shilton by the Sea* and *Christmas Lights*. (A policy subject to annual review).
 - b. *ESTC Standing Orders.*
 - i) Declarations of member's interests, particularly before and during meetings.
 - Page 8, sub para 3 t – insert 'See section 13 and the Annex to these *Standing Orders*.'
 - Page 16 at the end of section 13 – insert 'In cases of doubt or the requirement for further clarification see NALC Template LO9-12 dated May 2018 shown as the Annex to these *Standing Orders*.'

c. *The overarching ESTC Risk Assessment Register.*

i) To specify that CCTV coverage may cover all ESTC Parks, the Cemetery and open spaces to mitigate risks of injury to persons or property causing the liability of loss to Council or our Insurers.

ii) Serial 4 d. Disputes with Staff. The current Chair of the Staffing Cttee is unable to meet on a weekday in office hours with staff therefore 'all matters will be fully reported to the Staffing Cttee without delay for appropriate action' is how the mitigation will be worded.

iii) Serial 13 d. Banking electronic signatories. These have been successfully implemented and in use for the Natwest current account.

d. *ESTC Human Resources Policy & Procedures Handbook.*

Through the Chairman, the Town Clerk tabled the amendment to the 'Handbook suggested to Council by the ESTC/LRALC retained HR consultant. The amendment is to the *Grievance Procedure* (section 16) consequent on the Supreme Court ruling on the Ledbury Council case which has set a precedent.

Resolved: to recommend to Full Council the amendments detailed above.

6. *To review the half year spend against budget figures.*

The Town Clerk as RFO was invited by the Chairman to highlight any points which he did so. Likewise members were invited to ask questions of the RFO. Overall there were no significant areas of concern. It was noted that significant use of housing developer s.106 contribution monies has been utilised in this financial year for the betterment of the Town's Parks and at no cost to the tax payer. The Office Clerk is to be commended for her very good work in securing these funds with tangible results.

Noted and received.

7. *Points, if any, for the Internal Auditor's interim FY 2019/20 visit on 18 Nov 19. None.*

The meeting closed at 8.06 p.m. with the Chairman thanking members for their attendance and contributions.

