

TENBURY TOWN COUNCIL 2016/17 FS05

Minutes of the **FINANCE AND STAFFING COMMITTEE** meeting held on **MONDAY 26TH SEPTEMBER 2016 at 7:30 pm** in the Pump Rooms, Teme Street, Tenbury Wells

PRESENT: Cllr E Weston [**Chair**], Cllr J Fielder [**Deputy Chair**], Cllr D Ingram, Cllr J Morgan, Cllr D Patrick, Cllr S Perry, Cllr Mayor M Willis [**Mayor**]

APOLOGIES: Cllr S Bowkett

IN ATTENDANCE: Cllr A Gould, Mrs L Bruton (Town Clerk)

5.1 Apologies for Absence.

To consider the acceptance of apologies for absence from Councillors. Members received apologies for absence from Cllr Stephen Bowkett

RESOLVED:

That apologies be accepted.

5.2 Declarations of Interest

No declarations of interest were made under the Code of Code pursuant to the Localism Act 2011 in respect of items on the agenda.

5.3 Public Participation

None

5.4 Minutes

To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 30th August 2016.

Cllr Perry proposed, seconded by Cllr Willis

5 Members voted in favour, 1 Member abstained as he was not in attendance for that meeting.

RESOLVED:

To approve the minutes of the meeting held on 30th August 2016 as a true and accurate account of the meeting and were signed by the Chairman as a true and correct record of proceedings.

5.5 To confirm payments authorised from the Council bank accounts to end the August 2016 and monthly reconciliation of bank accounts.

The Chair confirmed that the bank accounts had been appropriately reconciled and duly signed as correct. The bank account reconciliation is attached as Appendix A.

5.6 To approve the Monthly Accounts for August 2016 and the Outstanding Accounts for September 2016.

The accounts for August were presented and approved. The Town Clerk stated that the outstanding creditor payments for September had been examined by the authorised signatories and approved for payment. The accounts for August and outstanding creditor payments are attached as Appendix B.

Cllr Patrick proposed, seconded by Cllr Perry and it was unanimously

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RESOLVED:

Members approved the monthly accounts to August 2016 and the outstanding creditor payments for September 2016.

5.7 External Auditor's Report – Annual Return for the Year Ending 31 March 2016

The Town Clerk presented a report with regard to the external auditors, Grant Thornton UK LLP, opinion following the audit of the Council's Annual Return for the year ended 31 March 2016. The Town Clerk stated that the auditor had issued an 'unqualified' opinion and, therefore, there are no matters that have come to his attention giving concern that relevant legislation and regulatory requirements have not been met. The information included in the annual return was in accordance with proper practices.

The Clerk, however, stated that auditor had reported that the following area requires attention by the Council:

Low Level of Reserves

'We note that the Council holds low level of general reserves, approximately 3% of the annual precept for 2015/16 after allowing for reserves that are earmarked for specific purposes'.

The Clerk stated the reserves are extremely low and should be reviewed as part of the budgeting setting process for the 2017/18 estimates.

Cllr Patrick queried whether it was a different auditor that had examined the 2015/16 Annual Return and questioned was this the reason this had not been highlighted previously. The Clerk stated that the external auditor was the same as the previous year, however, the auditors do limited checks and this may have been the area they requested additional information for the 2015/16 return.

Cllr Willis recommended a small budget working group be formed to review the budget and reserves in more detail. Cllr Willis suggested a member of the Finance and Staffing Committee, a member of the Facilities Committee and another member along with Cllr Willis to form a group. Cllr Weston, as Chair of Finance and Staffing Committee, Cllr Patrick as Chair of Facilities Committee and Cllr Gould agreed to be part of the budget group.

Cllr Willis proposed, seconded Cllr Fielder and unanimously

RESOLVED:

The Finance and Staffing Committee noted that the audit of the Council's Annual Return for 2015/16 had been concluded on 5th September 2016.

The Finance and Staffing Committee noted that the external auditor had issued an unqualified opinion.

The Finance and Staffing Committee noted the comments made by the auditor on other matters not affecting the opinion of the accounts.

The Finance and Staffing Committee noted and agreed the recommended requirements to address the comments in the external auditor's report.

5.8 Exclusion of the Press and Public

It was proposed by Cllr Willis and seconded by Cllr Patrick and unanimously

RESOLVED:

To exclude the press and public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to enable discussions of items containing commercially sensitive information concerning the price of goods and services to be supplied to the Town Council.

5.9 Works required at Little Palmers

Members discussed the works required and the legal position of the Council. The item was then deferred on a request for additional information to be presented to the Committee at a future meeting.

5.10 Proposal to Outsource Payroll Provision

Members discussed the Town Clerk's report on the option to outsource payroll.

It was proposed by Cllr Willis, seconded by Cllr Ingram and unanimously

RESOLVED:

To outsource payroll provision to the supplier detailed in the Town Clerk's report, which will be funded from a virement from the Amenities Contingency Budget.

That the pay date for payroll will be 25th of each month.

5.11 Provision of Internal Audit

Members discussed the Town Clerk's report on the provision of internal audit services.

It was proposed by Cllr Willis, seconded by Cllr Patrick and unanimously

RESOLVED:

To appoint the specialist internal auditor practice detailed in the report and a recommendation made to Full Council for approval.

That the service be funded from a virement from the Administration Contingency budget to the Internal Audit budget.

5.12 Re-Admission of Press and Public

There being no further confidential business, the press and public were allowed to return to the room for the remainder of the meeting.

5.13 Correspondence

The Town Clerk informed Members that if the Council handled personal information it has an obligation to protect that information under the Data Protection Act. The Council processes personal information including data relating to employees, suppliers, members of the public and members of the parish council. The Council therefore is required under the Act to be registered with the Information Commissioner's Office. The Town Clerk informed the Committee that she had registered the Town Council, which included a registration fee of £35.00.

5.14 Councillors' reports and items for future agenda

None

5.15 Date of next meeting

TENBURY TOWN COUNCIL 2016/17 FS05

31st October 2016.

Meeting closed at 8:31pm

Signed

Date

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