



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

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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Date