



# Ross-on-Wye Town Council

## Minutes of the meeting of the **Finance & Personnel Committee**

held on Monday 21<sup>st</sup> 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 16<sup>th</sup> April 2018.  
[LGA 1972, Sch 12 para41 \(1\)](#).

**RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 16<sup>th</sup> 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 (11<sup>th</sup> 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