



# Ross-on-Wye Town Council

**Minutes of the meeting of the Finance & Personnel Committee**  
held on Monday 16<sup>th</sup> April 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 P Cutter & Councillor J Hyde  
Ex Officio Member: Councillor N Gibbs  
Substitute Member: Councillor J Utting

In attendance: Mrs S Robson - Town Clerk

There were no members of the public and no members of the press present.

**FP18/04#25 Apologies for Absence**  
Councillor J Roberts – Work Commitment

**FP18/04#26 Declarations of Interest**  
None received

**FP18/04#27 Dispensations**  
None

**FP18/04#28 Public Participation**  
There were no members of the public present

**FP18/04#29 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 Cutter  
Unanimous

Seconded: Councillor Coker

**RESOLVED – that agenda item FP18/04# 37 – ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**FP18/04#30 Finance Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 5<sup>th</sup> February 2018 and the extra ordinary meeting on Wednesday 21<sup>st</sup> March 2018.

[LGA 1972, Sch 12 para41 \(1\).](#)

**RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 5<sup>th</sup> February 2018 and the extra ordinary meeting on Wednesday 21<sup>st</sup> March 2018 be signed as a correct record.**

**FP18/04#31 Action Review Summary** – to receive and review outstanding actions

Members were informed that no further work had been done on investigations into investment opportunities.

The new Employee Handbook has been received, there are some local revisions that need to be made but once that is complete it can be circulated to all staff.

**RESOLVED – to receive and note the report.**

**FP18/04#32 Town Clerk's Report** - to receive and note update from Town Clerk (for information only)

- HMRC – the Consultant's report identified the activities of the Council that are 'business' activities. The new Market House lease is a 'non business' activity to enable reclamation of vat on the renovations. Further advice was sought about the public toilets which has now been received. The Members were advised currently the Council is below the £7.5k vat threshold for business activities and therefore cannot register for VAT. Should new activities be introduced or extensive expenditure on the Corn Exchange be considered this would have to be reviewed. This concludes this item.
- Investigations towards moving the Council's bank accounts have been halted pending further information regarding introducing control measures to ensure security for processing BACS payments on line. A further report will be made to the Committee in due course.

**FP18/04#33 Policies**

To review the Council's policy on the following;

- i) Financial Reserves Policy – last reviewed November 2016

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – to confirm that no changes are necessary at this present time and to confirm that the Policy is fit for purpose.**

**FP18/04#34 Bank Reconciliations**

[Financial Regulations Clause 2.2](#)

To receive confirmation from the appointed verifier that the bank reconciliations have been checked to the Council's bank statements.

**RESOLVED – to receive and note the report.**



**FP18/04#35**

**Finance – Internal Audit commencing 2018/2019**

To receive report and consider recommendations in relation to the engagement of a new internal auditor for a four-year contract.

Members considered the Clerk's report that accompanied the three quotes. The quote from 'supplier 1' was preferred, the Members agreed the proposed audit report looked very thorough and matches the Committee's expectations and approach to risk management.

Proposed: Councillor Gren  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – to engage Auditing Solutions for a four-year Contract to provide internal audit services at a maximum cost of £1050 plus vat in year one and £840.00 (at current rate) for subsequent years.**

**FP18/04#36**

**Fixed Assets – 2017/2018**

To confirm updated schedule of the Council's Fixed Assets in accordance with guidance from the Governance and Accountability for Smaller Authorities in England (Section 5.146).

**RESOLVED – to receive and confirm the updated schedule of Fixed Assets at 31/3/2018.**

**FP18/04#37**

**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 FP18/04 # 29 above refers)**

**Staff in Confidence - Staffing Update**

Members were updated on the current status of the recruitment process.

**RESOLVED – to accept and note the verbal update**

There being no further business the meeting closed at 7.55pm

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Chairman

21/5/18  
.....  
Date