



# Ross-on-Wye Town Council

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

held on Monday 25<sup>th</sup> June 2018 at 7.00pm

at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor J Gren (Chairman), Councillor J Hyde, Councillor D Ravenscroft and Councillor J Utting

Ex Officio Members: Councillor H Bramer and V Coker

Substitute Member: Councillor P Symonds

In attendance: Mrs S Robson - Town Clerk

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

**FP18/06#50**      **Apologies for Absence**  
Councillor C Bartrum

**RESOLVED – to accept the apologies given**

**FP18/06#51**      **Declarations of Interest**  
None received

**FP18/06#52**      **Dispensations**  
None

**FP18/06#53**      **Public Participation**  
There were no members of the public present

**FP18/06#54**      **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 Ravenscroft  
Unanimous

Seconded: Councillor Bramer

**RESOLVED – that agenda item FP18/06# 63 – ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**FP18/06#55**      **Finance Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 21<sup>st</sup> May 2018.  
[LGA 1972, Sch 12 para41 \(1\)](#).

**RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 21<sup>st</sup> May 2018 be signed as a correct record.**

**FP18/06#56 Action Review Summary** – to receive and review outstanding actions

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

**FP18/06#57 Town Clerk's Report** - to receive and note update from Town Clerk (for information only)

- External Audit – the Annual Governance & Accountability Return for the year end 31<sup>st</sup> March 2018 was submitted by email on 14<sup>th</sup> June 2018.

**FP18/06#58 BACS Payments**

To receive the BACS Payments Procedures Report and consider the Officer Recommendations.

Members noted and received the report, recognition was given to the benefits and improvement this would allow the Council.

**RESOLVED – to authorise the Clerk to make further investigations with the Council's Bank in preparation for making internet payments via BACS and make recommendations to Full Council on the Committee's behalf to seek authority for any necessary variations to financial regulations and procedures to implement the BACS process.**

**FP18/06#59 Committee Compliance to Councils Financial Regulations**

To discuss compliance with the Council's Financial Regulations agreed in February 2018, with a resolution recommending to the Full Council to instruct all Committees to create their three-year forecast at their next committee meeting.

It was proposed that each of the committees be asked to work on putting together a three-year plan.

Proposed: Councillor J Utting  
Unanimous

Seconded: Councillor Symonds

**RESOLVED – to instruct each of the committees to commence work on a three-year budget based on the capital aspects and projects that each of the committees wish to prioritise, for scrutiny by the Finance & Personnel Committee at its November meeting.**

**FP18/06#60 Approach to creating FY2019/2020 Budget**

To discuss how the Finance & Personnel Committee will scrutinise the creation and recommendation of the FY2019/2020, including issuing guidance to other Committees.

The Committee recognised the process of each committee setting its own budget and how this is then referred to the Finance & Personnel Committee for a recommendation to be made to Full Council. The Council will look carefully at affordability in the early stages of work between the committee chairmen with officers in drafting a budget.

There was a discussion about how the Committee could set in place some targets for the committees to aid with budget setting and whether there should be a cap on percentage increases.

There was no resolution put forward.

**FP18/06#61**

**Proper Management of Capital or Significant Expenditure**

To discuss recommendation for project plans to be drawn up for existing and all future contracts.

It was noted that the resolution in item FP18/06# 59 responded directly to this agenda item.

**FP18/06#62**

**Review of Reserves**

To review the current status of reserves and the current calls on these reserves, and to agree for this to be a standing agenda item for the committee.

It was noted the reserves are reviewed annually. The Clerk was authorised to circulate a report to the Committee confirming the committed expenditure from the reserves that are as yet unspent.

8.20pm

The Town Clerk left the meeting

**FP18/06#63**

**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 FP18/06 # 54 above refers)**

**Staff in Confidence - Staffing Update**

To receive and consider the report and recommendations from Leicestershire & Rutland Association of Local Council in relation to the Town Clerk's Job Evaluation.

Proposed: Councillor Bramer  
Unanimous

Seconded: Councillor J Utting

**RESOLVED – to note the recommendation in the report and approve a spot rate for the Town Clerk's post, in conjunction with NALC/SLCC National Agreement, of SCP 43 backdated to April 2018. In addition, approval was given for the existing post holder to be awarded 2 discretionary additional salary points for success in having obtained the CiLCA and Cert HE (University of Glos) qualifications, as per the National Agreement.**

There being no further business the meeting closed at 8.35 pm

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Chairman

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Date