



# Ross-on-Wye Town Council

**Minutes of the meeting of the Finance & Personnel Committee**  
held on Monday 1<sup>st</sup> October 2018 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor J Gren (Chairman), Councillor C Bartrum,  
Councillor D Ravenscroft and Councillor J Utting  
Ex Officio Members: Councillor V Coker  
Substitute Member: Councillor P Cutter

In attendance: Mrs S Robson - Town Clerk

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

**FP18/10#64**      **Apologies for Absence**  
Councillor J Hyde

**RESOLVED – to accept the apologies given**

**FP18/10#65**      **Declarations of Interest**  
None received

**FP18/10#66**      **Dispensations**  
None

**FP18/10#67**      **Public Participation**  
There were no members of the public present

**FP18/10#68**      **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 J Utting

**RESOLVED – that agenda item FP18/10# 78 – ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**FP18/10#69**      **Finance & Personnel Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 25<sup>th</sup> June 2018.**  
[LGA 1972, Sch 12 para41 \(1\).](#)

**RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 25<sup>th</sup> June 2018 be signed as a correct record.**

**FP18/10#70 Action Review Summary – to receive and review outstanding actions**

Members expressed their support for continuing to investigate options for banking arrangements that will allow on-line banking with adequate security measures.

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

**FP18/10#71 Town Clerk's Report - to receive and note update from Town Clerk**

- Referendum principles for capping – it was noted that the Government intends to continue the deferral of setting referendum principles for local councils but will keep this under review.
- Brexit – work will commence with contractors to ensure there will be no gaps of provision of goods or services to the Council.

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

**FP18/10#72 Policies**

To review the Council's policy on the following;

- Purchasing Delegations Limits & Active Purchasing Policy  
(last reviewed June 2016)

Minor amendments were agreed to enable adequate arrangements for deputising in the clerk's absence, in addition to new text to reflect the post of Amenities Manager.

Proposed: Councillor J Utting  
For: 5 Abstention: 1

Seconded: Councillor Bartrum

**RESOLVED – to approve the policy with the amendments proposed.**

- Annual Investment Strategy  
(last reviewed July 2017)

Members were advised of the necessary update to ensure compliance with the legislative amendments that came into force on 1<sup>st</sup> April 2018. Other minor additional and deletions were approved to reflect the Council's practices.

Proposed: Councillor J Utting  
Unanimous

Seconded: Councillor Coker

**RESOLVED – to approve the policy with the amendments proposed.**

**FP18/10#73 Finance – Internal Audit 2018/2019**

To receive and accept the Interim Internal Audit Report from Auditing Solutions dated 12<sup>th</sup> September 2018 and consider conclusions and recommendations.

The Clerk and her Team were thanked for their work to ensure the financial arrangements of the Council are kept in such good order. The thorough and detailed report from the new Auditors was welcomed and confirmed assurances that the Council has effective systems in place for internal controls and procedural documentation.

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Gren

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



**FP18/10#74**

**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.

Councillor Bennett was publicly thanked for the work she has carried out in checking the Council's bank accounts and cashbook reconciliations.

Proposed: Councillor Coker  
Unanimous

Seconded: Councillor Cutter

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

**FP18/10#75**

**Budget**

To receive and note the current budget report for YTD figures 2018/2019

There was a brief discussion relating to the policy for the Mayor's Allowance and the need to ensure proper records and documentation is retained.

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

**FP18/10#76**

**Finance**

To receive and note the Council's Bank balances and review the balances of general and earmarked reserves.

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

**FP18/10#77**

**Insurance**

To receive and note the report to review the Council's insurance provision *renewal date of policy 1<sup>st</sup> August 2018.*

A number of questions were raised, the new style Summary of sums insured was welcomed. It was noted this is the final year of the long-term agreement and that during late spring of 2019 arrangements would commence to investigate the best options for the Council going forward.

Proposed: Councillor Ravenscroft  
Unanimous

Seconded: Councillor J Utting

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

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*3/12/18*

FP18/10#78

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 FP18/10 # 68 above refers)

**Staff in Confidence - Staffing Update**

- i) To receive a verbal report on members of staff during their probationary period

Members were appraised of the progress of the three new members of staff who are in their probationary period at present.

- ii) To approve staff overtime payments from within the existing payroll budget

Members were asked to authorise overtime payments for the Projects Officer and the Assistant Town Clerk that had accrued during the first quarter of the financial year. In addition, it was agreed to offer overtime to the Amenities Staff for the 'Battle's Over' event on November 11th. The Clerk advised Members there was sufficient allowance within the payroll budget to cover these payments.

Proposed: Councillor Ravenscroft  
Unanimous

Seconded: Councillor Cutter

**RESOLVED – to receive the verbal reports, note the contents and approve the expenditure for overtime for individual staff members.**

There being no further business the meeting closed at 8.15 pm

.....  
Chairman

..... 3/12/18  
Date