



# BISHOP'S CASTLE TOWN COUNCIL



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## MINUTES of the FINANCE & RESOURCES COMMITTEE MONDAY 15<sup>th</sup> AUGUST 2016 AT 7.00 PM

In the Council Chamber, Bishop's Castle Town Hall.

**Present:** Cllr Houghton (Chairman), Cllrs A Roberts, J Carroll and S Harris

**In attendance:** Mrs M Seldon (Clerk)

### **40.16F APOLOGIES**

To note apologies

Apologies had been received from Cllr Bavastock.

### **41.16F DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

Cllr Houghton – Shropshire Council budget

### **42.16F MINUTES OF THE MEETING**

To approve Minutes of the Meeting of the Finance and Resources Committee held on Tuesday 12<sup>th</sup> July 2016  
Proposed for approval Cllr Harris, seconded Cllr Roberts and **RESOLVED**.

### **43.16F ACTIONS OUTSTANDING FROM MINUTES**

There were none.

### **44.16F RFO/CLERK'S REPORT**

- Internal audit + councillor training on RBS, etc.

### **45.16F BUDGET PREPARATION: SOURCES OF INCOME REVIEW**

The Clerk had prepared a brief financial report on the different areas of income streams for discussion, ready for the forthcoming budget setting meetings.

- **Newsletter advertising**  
The Clerk showed that whilst the advertising usually covers the cost of the production of the newsletter the current issue had made a loss of £8. This had been due to the fact that an advertiser had pulled out and there had been so much additional content that 4 extra pages had been added. The Committee looked at the sizes and the prices and agreed to recommend to full council that the Business Card sized advertisement be increased to: £8 plus VAT from 1<sup>st</sup> January 2017 with no increase on all other sizes.
- **Allotments rents:** It was agreed that the Council should hold the price for the forthcoming year and review this again for 2018 January. The Clerk was asked to ensure that allotment holders were informed of this decision.
- **Playing Fields deposit** – there was some discussion about this and councillors felt that all users/hirers should be treated the same. This would mean that all would be asked to pay the £250 refundable deposit (if no extra expense had been incurred by the Council). As the May Fair had now come to the end of their original

contract with the Council it was approved that a new agreement be drawn up for use of the Playing Fields as a residential site only, with the charge of £450 per year + electricity: This would cover residential caravans only from the Monday preceding the Fair to the Monday morning after the conclusion of the Fair.

- **Any other assets:** FITS, Welsh Street Licence – it was agreed that income could not be pre-determined by the Council.

**Trust rent:** There was some discussion as to whether the TH Trust rent should be reviewed and it was agreed to recommend to full council that there be an increase to the quarterly payments of £350 + VAT from the start of the next financial year (April 2017).

#### **46.16F BUDGET PREPARATION: SALARY 2017 REVIEW**

To receive the report prepared by the Clerk on the projected spend on salaries for 2017/18 and the impact on the budget.

There was a great deal of discussion about this and the projections for next year. The committee decided it was essential to raise the awareness of the salary costs next year to full Council, plus full liaison with the staffing committee.

#### **47.16F REVIEW OF COUNCIL RISK REGISTER**

There was nothing new to report at this time although the Clerk had discussed the new register with the Assistant Clerk and they had looked at the allotment implications and risks. Many of the identified risks were reliant on sufficient and informed budget setting to bring their scores down – and so would need to be reviewed after the budget setting meetings.

#### **48.16F SHROPSHIRE COUNCIL'S FINANCIAL STRATEGY**

Standing item to report any updates

SpArC – the Leisure Strategy was now in the public domain and would be commented upon in full Council the next day.

#### **49.16F TOWN HALL RESERVES FOR FUTURE DECORATION etc**

- a) To discuss the amount of reserves and the way future work will be funded
- b) To begin a review of budget requirements 2017/18

The committee reviewed the maintenance plan that had been drawn up as part of the original HLF agreement by the project manager. The Clerk also showed evidence that whilst some items did not need to be replaced/maintained at the frequency the plan suggested, the Council had performed some of the annual tasks already and there was the suggestion that the payments for these should have been taken from the Town Hall Maintenance Reserve.

The Clerk showed what these expenses had been and the new total of the reserves.

There was some discussion as to the historic council contribution in the budget for the maintenance reserve and it was agreed that this should match fund the amount the Trust paid in rent. There was also discussion as to whether there was need in the budget for any further monies to be allocated to the Town Hall for day-to-day management of the building, or whether the reserves could be used for this.

Looking at the suggested figures on the original HLF maintenance plan there was obviously concern that savings of the reserve would not be sufficient for large projects that might need to be considered in the future and the committee agreed that this needed to be monitored carefully in future years.

Proposed the Town Council match-fund the THT rent: proposed Cllr Houghton, seconded Cllr Harris and

**RESOLVED**

#### **50.16F UPDATE ON TOWN COUNCIL EARMARKED RESERVES**

To review earmarked funds and future spending plans

There was nothing new to update on the reserves – but the Clerk did agree that the figures on record now matched the actual money held for reserve purposes.

The meeting concluded at 8.15pm

Cllr Harris asked to look at the current bank statement and compared this to the recent bank details for the RBS Alpha programme that the Clerk provided.