



# BISHOP'S CASTLE TOWN COUNCIL



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## MINUTES of the FINANCE & RESOURCES COMMITTEE MEETING TUESDAY 20<sup>th</sup> SEPTEMBER 2016 AT 6.30 PM

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

**Present:** Cllrs R Houghton (Chairman), K Bavastock, J Carroll, A Roberts

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

### **51.16F APOLOGIES**

To note apologies

Apologies had been received from Cllr Harris

Apologies accepted: proposed Cllr Bavastock, seconded Cllr Houghton and **RESOLVED**

### **52.16F DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

Cllr Houghton – Shropshire Council Financial Strategy

### **53.16F MINUTES OF THE MEETING**

To approve Minutes of the Meeting of the Finance and Resources Committee held on Tuesday 15<sup>th</sup> August 2016  
Proposed Cllr Roberts, seconded Cllr Carroll and **RESOLVED**. Cllr Bavastock abstained.

### **54.16F REVIEW OF THE RBS FINANCIAL PACKAGE**

To review the functions of the financial package to enable the finance committee to be able to confidently report to full council on the documents.

The Clerk had provided some information on the pre-meeting information sheet about the financial package and had printed out for each member of the committee a variety of the reports that are on offer.

It was agreed to recommend to full council that the Committee would review the Bank Reconciliation and the Budget Monitoring on a monthly basis, whilst full council would review Reconciliation monthly and Budget monitoring on a quarterly basis.

Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**.

It was important, however, that all councillors felt that they could come and look at all documents if they so wished at any time.

### **55.16F BUDGET PREPARATION: COST CENTRE REVIEWS**

The Clerk had started to prepare the ground-work for the forthcoming budget discussions for 2017-18. The Cost Centres were briefly discussed and Councillors made the following suggestions and asked that the following facts be explored before the next financial meeting:

- SpArC should be a separate budget heading – not under donations
- Estimated cost of elections during 2017/18
- How the amount suggested was needed to take on services from Shropshire Council could be incorporated into the budget.
- Guidance from NALC about potential capping for Town and Parish Councils if precepts were increased more than 2% per year

It was agreed that Bishop's Castle Town Council would work on the principle that they would be uncapped and that if there was a sensible budget it would be possible to justify the increase. It was important, however, that all aspects of future spending were considered and factored into the working budget for the forthcoming year.

#### **56.16F SHROPSHIRE COUNCIL'S FINANCIAL STRATEGY**

Standing item to report any update

There was a short discussion on the strategy as it was going to go to Cabinet later in the week and then full council.

#### **57.16F REVIEW OF COUNCIL PROCEDURE FOR CHEQUE/INVOICE APPROVAL**

The Clerk had received much negative feedback from councillors regarding the checking and auditing of the cheques and invoices that was taking place at full council meetings as it was felt that the procedure could be more effectively completed in the finance committee meetings. This would then just leave 'approval' of the payments for full council. It was agreed by all that this would be recommended to full council. Proposed Cllr Bavastock and seconded Cllr Roberts and **RESOLVED.**

Councillors then continued to audit the August invoices and cheques and cheque stubs at the meeting – Cllrs Houghton, Bavastock and Roberts agreed their accuracy.

#### **58.16F UPDATE ON COUNCIL RISK REGISTER**

As this was a new statutory requirement – the Clerk suggested that having now completed the assessments for all aspects of the Council, allotments, etc. it would be beneficial to speak with the internal auditor at the interim audit in October to assess the way forward with the register.

#### **59.16F REVIEW OF FUTURE MEETINGS**

It was agreed that the October meeting should be re-scheduled to 17<sup>th</sup> October at 6.30pm, and then subsequent meetings would be scheduled for the same evening as full council meetings (3<sup>rd</sup> Tuesday of the month), starting at 6.30pm unless the agenda was particularly complex when it would be 6.15pm.