



BISHOP'S CASTLE TOWN COUNCIL



MARY SELDON M.Ed, MILCM, FLCM
TOWN CLERK
Tel: 01588 638141
E-mail: townclerk@bishopscastle.co.uk

THE TOWN HALL
BISHOP'S CASTLE
SHROPSHIRE
SY9 5BG

INFO SHEET: FINANCE & RESOURCES COMMITTEE TUESDAY 20th SEPTEMBER 2016 AT 6.30 PM

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.

Following the last full council meeting when there was some consternation about the financial package and the reports that are available for printing for the council, I phoned the help centre to ensure that I was doing everything correctly.

I am happy to say that I am – it was a very good day-long training session after all. I think that councillors just need to acquaint themselves with a different way of doing things – it would be good if the Finance Committee could give a positive view of the package to the rest of the council too. As I said at the meeting, this is industry standard and therefore recognised by the majority of councils (both large and small) as the way forward. As their website says:

RBS Software Solutions offer a comprehensive range of administration software and is the leading supplier of finance software to both large and small Town and Parish Councils in the UK.

All of our software will:

- Act as a tool to help with the efficiency and the day-to-day running of your Council, its services and amenities
- Create reports and summaries based around the services and amenities and their usage
- Keep important information in order and make it readily accessible
- Help enhance the professionalism of your Council
- Earn valuable CPD points through our training programme

I have printed off the slide presentation from the RBS Rialtas website which is attached. Could I ask you read it quite carefully and then have any questions ready for me at the committee meeting? I would just like to make the following observations in addition to this:

1. It is especially designed for councils – so cannot be compared to SAGE or any of the other packages used in businesses – simply because it is not the same information that is required – so naturally isn't therefore presented in the same way either.
2. The bank reconciliations are a complete close-down each month. They show how much is in the bank and that taking into account all the income and payments everything balances. Therefore they should be viewed as stand-alone reports and each month (obviously) follows on from the one before.
3. The chap on the help-desk suggests that if you require more information about the receipts and payments I give all councillors a copy of the cash book each month. I shall do so at this meeting and let you decide if that aids your need.
4. The amount of time this package saves is phenomenal – we are not yet, however, appreciating its full worth and asking for different reports to be pulled out of the information. I am happy to do this for you if you ask.
5. The Help-line are happy to speak to any councillors who wish to ask questions: 01793 731938 – Roger is very helpful.

55.16F BUDGET PREPARATION: COST CENTRE REVIEWS

The 'Cost Centres' on the finance package were programmed for us from a copy of the 2016/17 budget that I provided the company with earlier in the year. I attach a copy of the starting thoughts for this year's budget discussions based on this, but would like to hear your thoughts.

57.16F REVIEW OF COUNCIL PROCEDURE FOR CHEQUE/INVOICE APPROVAL

I have been asked by several councillors if it would be possible to have the checking of the cheques and invoices to be done in the committee meetings – just leaving 'approval' for full council. (See next item)

59.16F REVIEW OF FUTURE MEETINGS

There are two points to consider:

1. Is the separate committee working and shall we continue for this financial year?
2. Would it be more convenient for everyone if the committee meeting took place before the full council meeting (as it is on this occasion). The plus would be that all the payments and invoices would be ready for the meeting (which they are not always the week before) and the review (see above) would therefore make sense.