

Finance Sub-Group

Minutes

Finance Sub-group meeting held at the Vicars Cross Community Centre, Oldfield Drive, Vicars Cross, on Thursday 13th June at 2019 at 4.30pm

1	Present: Cllrs Pauline Cox, Keith Scargill and Martin Whiteley Apologies: Cllr Peter Bulmer In attendance: Kath Lloyd, Clerk
2	Appointment of Chair: the Chair of this sub group is traditionally the Vice Chair of the Council and the group confirmed that Cllr Scargill would be Chair for the next year.
3	Declarations of Interest: none declared
4	Terms of Reference: Adopted subject to suggested amendments (see below)
5	Minutes and matters arising: the sub group approved the minutes from the last meeting 14 th March 2019 (the scheduled meeting on 11 th April was cancelled) and noted that since that date, there had been more damage to the signage at Josh's Jumps. The Clerk has a contact from the Maintenance Officer who might be able to create a more robust plaque. RESOLVED: Clerk to meet with potential contractor and obtain costs.
6	Local (internal) audit: the report from DottyaboutAccounts, the local auditors was received and noted.
7	Audit Arrangements: The clerk presented the Annual Governance Statement which the council have a statutory duty to approve at the full council meeting. RESOLVED: to recommend that the council approve the Statement.
8	Webpage & email upgrade: the sub group considered a quote from Town & Parish Council Websites for a newly designed website which would include a calendar function, newsletter sign up and google map at a one off cost of £390 and a yearly fee for hosting and support of £180. There was also a discussion about an improved email system however, after a discussion, the sub group agreed not to go ahead at this time. RESOLVED: Cllr Whiteley will spend some time with the Clerk to ensure that the current system is being used to its full potential.
9	Proposals for spending: no spending proposals submitted.
10	Staffing costs: The National Joint Council for Local Government Services (NJC) has reached agreement on new pay scales for 2019-2020 and the sub group considered the documentation presented by the Clerk. RESOLVED: that the council adopt the nationally recommended pay scales for staff and fulfil contractual arrangements where appropriate.
11	Correspondence – a copy of a letter to the CWaC Principle Street Lighting Engineer from a Dee Banks letter about the street lighting in a conservation area has been received and the Clerk has drafted a response.

12	Date and time of next meeting: Thursday 18 th July 2019 at 6pm *PLEASE NOTE NEW TIME OF FUTURE MEETINGS
13	Information Exchange: The invoice from CWaC for election costs hasn't yet arrived and there is an opportunity to pay it over two years. The Sub Group will consider options when it arrives.

Finance Committee Terms of Reference

Purpose

The Finance Committee is responsible for the administration of all matters relating to council finance, personnel, property and audit and compliance with relevant legislation.

Key responsibilities

- 1) Draft the annual budget and precept amount in time for approval at the full council meeting in January as per council Financial Regulations
- 2) Review or amendments of Financial Regulations, Standing Orders or Terms of Reference relevant to this committee
- 3) Financial borrowing, loans or reserves
- 4) Oversee any capital works expenditure
- 5) Administration of the council's financial affairs
- 6) Manage assets
- 7) Internal control including review of effectiveness of internal audit and internal controls
- 8) Virements between revenue budgets
- 9) Employment terms and conditions relating to council employees
- 10) Awards of grants to local organisations
- 11) Request for expenditure from other groups, over and above any delegated limits
- 12) Authorisation for payment of council invoices
- 13) Any matters in connection with the Freedom of Information Act

Membership

Membership will consist of the Chairs of the all the Sub-Groups plus ideally the Chairman and Vice Chairman. The Clerk will also sit on this group.

Current group members are:

- Cllr Keith Scargill (Chair) – Rep Planning Sub Group
- Cllr Pauline Cox – rep Communications & Events Sub Group
- Cllrs Jo Evans/Sue Rigby – rep Open Spaces Sub Group
- Cllr John Salt – rep Traffic & Transport Sub Group
- Cllr Martin Whiteley – rep Caldby Valley Sub Group
- VACANCY – Rep Vicars Cross Community Centre Sub Group

Frequency of meeting

Meetings will initially be held on a monthly basis, with actions progressed /delivered between meetings. Correspondence between meetings to update on progress of actions may occur via email as well as task and finish groups on particular actions.

