



FINANCE & GENERAL PURPOSES **MINUTES**

Finance and General Purposes Meeting

Wednesday 19th April 2018

Sutton Coldfield Town Hall

7pm

Present:

Cllrs S Ward (Chair), Jenkins, Mackey, Parry and Wood.

In Attendance:

Olive O'Sullivan –Town Clerk, Mary Watkins – Finance Assistant and Cllr Horrocks as a non-voting observer.

There were no members of the press or public present.

73 Apologies For Absence

Apologies were received from Cllrs Pears and Pocock.

Resolved that the apologies for this meeting be noted.

74 Declarations of Interest

None declared.

75 Minutes of the Last Meeting

The Town Clerk confirmed that Councillor Allowances would be discussed after the report from the Independent Remuneration Panel had been received.

Resolved to confirm and sign the minutes of the meeting of the Finance and General Purposes Committee held on Thursday 15th February 2018.

76 Matters Arising

The Town Clerk informed Committee that the Sutton Coldfield Charitable Trust had awarded a grant of £30,000 towards the Concerts in the Park events for 2018.

77 Annual Return and Statement of Accounts

Cllr Ward thanked the Finance Assistant for the quick production of the end of year accounts.

Committee discussed some different ways to present financial information and make it more accessible by residents. Cllr Parry suggested links to key financial information on the 'How we spend your money' area of the Town Council website. Committee also discussed the possibility of information in the local press or a postal newsletter.

Resolved to note the annual return and statement of accounts.

78 Document Review

The Town Clerk advised that the Town Council key governance documents would be reviewed at the Annual Meeting of the Town Council on 17th May 2018.



- Standing Orders – The National Association of Local Council (NALC) have released a new model Standing Order that takes note of legislation changes since 2015. These would be incorporated into the existing Town Council Standing Orders. The Town Clerk advised that Warwickshire Association of Local Council (WALC) has a Good Practice Note regarding filming and recording of meetings and that there were challenges around filming members of the public and retaining footage/recordings permanently. Committee discussed retaining footage for a reasonable period of time and either not filming the public or production of a disclaimer at the start of each meeting. Committee was agreed that assurances would need to be made that any recordings would be GDPR compliant and of a sufficient quality to consistently record proceedings.
- Financial Regulations – Two additional clauses to be added under Contracts and Procurement section as per Future Commissioning Arrangements report presented to Full Council in January 2018.
- Code of Conduct – With supporting policy on gifts and hospitality.

The Town Clerk advised that the draft amended documents would be included in the packs for the new Councillors, elected on the 3rd May 2018. New Councillors will be invited to meet with the Town Clerk in the week before the meeting to talk through the key documents and their usage.

79 Report from Staffing Working Group

The Town Clerk reported that the staffing working group had met with and approved the appointment of Alison Seabrook, to complete a report to inform Council on strategy in regards to Health and Wellbeing.

The Town Clerk also reported that Council staff had recently attended an away day and it was agreed that three members of staff would complete their ILCA (Introduction of Local Council Administration) qualification and increase their duties to build resilience into the team. A new Admin Support Assistant post had also been agreed and would be advertised shortly.

Approval was given to the Town Clerk to externally source and appoint a Data Protection Officer as it was agreed that the Town Clerk should not take on the role due to potential issues of conflict.

Resolved to note the report.

80 Staff Handbook

The Town Clerk confirmed that the Staff Handbook had been developed by Ellis Whittam taking account of the requirements of the Local Government Services Green Book and the WALC's model handbook. The handbook has been designed to be futureproof.

Resolved to recommend approval of the Staff Handbook to Full Council.

81 Strategic Plan Progress Report

Committee heard that there was a meeting scheduled next week to discuss a proposal to deliver the Cycles in Town project.

WiFi Across Sutton – Committee discussed encouraging Elephant WiFi to complete the process required to be on Amey's approved contractors list as this would remove some barriers on future projects.



Resolved to note the Report.

82 Bank Reconciliations

Resolved that Committee note the bank reconciliations for February and March 2018.

83 Date of Next Meeting

19th June at Sutton Coldfield Town Hall

The meeting ended at 8:00pm.

DRAFT