**Crewe Town Council**

**Finance and Governance Committee**

1 Chantry Court

Forge Street

Crewe

CW1 2DL



**Minutes of the meeting held on Tuesday 17th December 2019**

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| Present | Cllrs Cosby, Dunlop, Messent, Jill Rhodes, John Rhodes,  In attendance: Councillor Minshall; Rob MacKenzie (Deputy Town Clerk); Ms. J. Weaver ChALC (item 16) |
| The Chair of the Committee called for a minute’s silence in memory of Councillor Dorothy Flude who sadly passed away recently. | |
|  | **To receive apologies for absence** |
|  | Apologies were received from Councillors Buckley, Roberts and Straine-Francis. |
|  | **To note declarations of Members’ interests** |
|  | There were no declarations of interest |
|  | **To confirm and sign the minutes of the meeting held on 2nd December 2019** |
|  | The minutes were corrected to record that Councillor Buckley, agreed as an accurate record and signed. |
|  | **Public Participation** A period not exceeding 15 minutes for members of the public to ask questions or submit comments.  No matters were raised. |
|  | **To consider a draft budget for the Committee** |
|  | The draft budget was agreed subject to the reduction of the budget for accountancy. |
|  | **To consider the Council budget for 2020/21 with a view to recommending a budget and precept to Council in January** |
|  | Members Identified savings in the draft budget and requested that a revised draft budget be prepared for Council on 7th January 2020 with a precept requirement reduced by £100,000 compared to the current draft. It was agreed that earmarked reserves will be reviewed at a future meeting of the Committee. |
|  | **To consider the establishment of, and draft terms of reference for an Audit Sub-Committee and an Appeals Committee** |
|  | Members resolved:   1. To establish an Audit Sub-Committee with the terms of reference attached to these minutes. Membership of the sub-committee will comprise Councillors Buckley, Messent and Houston with Council to be asked to nominate two additional members. 2. To recommend to Council that an Appeals Committee be established with the terms of reference now circulated and that council nominate membership of the Committee. |
|  | **To consider working arrangements over the Christmas and New Year** |
|  | Members resolved to close the office for 2 weeks from 23rd December 2019 to 3rd January 2020 and that additional annual leave be granted to officers for this period in recognition of the exceptional commitment of staff throughout the year and in recent weeks in particular. |
|  | **It is recommended that Committee considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 16 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.** |
|  | It was resolved to exclude the public and representatives of the press from the meeting during the consideration of Agenda Item 16 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted. |
|  | **To consider a report from ChALC related to the establishment of the Council** |
|  | It was resolved that :   1. In the absence of a Town Clerk, that the Deputy Town Clerk be appointed as Proper Officer 2. The other officers be asked to share additional responsibilities 3. Additional administrative support be procured to backfill the gap created by staff taking on additional responsibilities, and that the current temporary Mayor’s Secretary/Administrative Officer be engaged for increased hours on a wider range of duties, and that Personnel Committee consider employing her on a fixed term contract when the current agency arrangements permit in the New Year.. 4. ChALC be asked to provide additional support during this period 5. Given her detailed knowledge of the events programme and the way in which the Council works, Personnel Committee consider a proposal to procure the Events Officer’s services to cover maternity leave., and that her current contract be extended for up to 3 months whilst this is progressed to ensure continuity of cover. 6. Further consideration be given to options for covering the Branding project during the marketing and Events Officer’s absence on maternity leave. 7. To review the appointment of the Responsible Finance Officer after the 2020/21 budget and precept have been agreed.   The estimated financial implications of these actions were noted. |
|  | **To consider the date of the next meeting (24th February 2020)** |
|  | Members noted the date of the next meeting. |
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**Meeting Closed: 9.10**

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| cid:image001.png@01D0F529.1242DB20AUDIT SUB COMMITTEE: TERMS OF REFERENCE  (sub committee of Finance & Governance Committee)  **Approved by Council: 7th January 2020**  **[Review Date: October 2021]** | |
| 5 Members of the Authority **Quorum = 2** | |
| **Meetings:** Meetings will take place as and when required. | |
| Non-committee members may not attend meetings of this sub-committee Committee unless invited. | |
| Function of Committee **Column 1** | **Delegation of Functions**  **Column 2** |
| To make recommendations to Council in respect of the appointment of the Council's internal auditor. | * Sub Committee, |
| 2 To agree any matters to be referred to internal audit for  inclusion in the annual internal audit plan. | * Sub Committee |
| 3 To consider recommendations made by both internal and  external auditors and to report back to Council and Finance &  Governance Committee on appropriate action. | * Sub Committee |
| 4 To prepare the Council’s annual business risk assessment  To review the Council’s annual business risk assessment and  recommend it to Council.  To monitor that the risk assessment actions are implemented. | * Town Clerk * Sub Committee * Sub Committee |
| 5 To review and advise the Council on the adequacy of  insurance cover and the sums insured. | * Town Clerk to prepare * Sub Committee to review |
| 6 To agree an annual programme of Member Audit checks on Financial procedures, other governance and operational procedures, to undertake these audits and make recommendations to Committee. | * Sub Committee |
| 7. To undertake Member Audit checks recommended by either internal audit or external audit. | * Sub Committee |
| 8 To ensure recommendations from internal or external audit reports or from Member Audit check reports are implemented.  To monitor that recommendations from internal or external audit reports or from Member Audit check reports are implemented. | * Town Clerk * Sub Committee |
| 9. To update the Asset Register on an annual basis for completeness and the appropriateness of values  To review and agree the Asset Register on an annual basis for completeness and the appropriateness of values | * Town Clerk * Sub Committee |
| 10 To ensure recommendations from the Council’s Data Protection Officer are implemented.  To monitor that recommendations from the Council’s Data Protection Officer are implemented. | * Town Clerk * Sub Committee |