**Crewe Town Council**

**Finance and Governance Committee**

1 Chantry Court

Forge Street

Crewe

CW1 2DL



**Minutes of the meeting held on Monday 24th February 2020**

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| Present | Councillors Buckley, Dunlop, Jill Rhodes, John Rhodes, Straine-Francis  In attendance: Rob MacKenzie (Deputy Town Clerk); Hannah Marr (Interim Responsible Financial Officer). |
| Members observed a minutes silence in memory of Councillor Brian Roberts. | |
|  | **To receive apologies for absence** |
|  | Apologies were received from Councillors Cosby (no reason given) and Messent (work commitments). |
|  | **To note declarations of Members’ interests** |
|  | There were no declarations of interest. (Note that Councillor Buckley subsequently declared and interest in item 9 ) |
|  | **To confirm and sign the minutes of the meeting held on 17th December 2019** |
|  | The minutes 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 review the year to date expenditure for the Committee** |
|  | The year to date expenditure for the Committee was noted. |
|  | **To review the year to date expenditure for the Council as a whole and the current status of earmarked reserves** |
|  | The year to date expenditure for Council and the current status of earmarked reserves were noted. |
|  | **To review and consider any debts to Crewe Town Council** |
|  | The current outstanding debts were noted. |
|  | **To consider upgrading the Town Councils internal IT infrastructure** |
|  | Members resolved to upgrade the Council’s document storage from Dropbox to Microsoft SharePoint in the 2020/21 Financial Year. |
|  | **To receive and consider an update in relation to the allotments in Crewe** |
|  | It was resolved that:  1. The Ford Lane Association be advised that the Town Council is willing to purchase fencing materials and donate them to the association, subject to the provision of three quotations, and with the proviso that if the cost exceeds £3,300, the balance will need to be paid to the Town Council in advance.  2. The Association be advised that subject to confirmation from Cheshire East Council, and the provision of three quotations for their supply and delivery to the site, the Town Council is prepared to purchase the containers for Hulme Street Allotments and donate them on permanent loan, with the proviso that if the cost exceeds that amount available from the s106 money, the difference will need to be paid to the Council in advance; and  3. The Acting Town Clerk be authorised to take the necessary actions to implement this resolution  (*Councillor Buckley declared a non-pecuniary interest in item 2 above as an employee of Bentley Motors).* |
|  | **To consider a recommendation from the Community Plan Committee to transfer the environment and wildlife budget to Operations and Improvements Committee** |
|  | It was resolved to transfer the environment and wildlife budget (£2,400) from the Community Plan Committee to the Operations and Improvements Committee. |
|  | **To consider amendments to the Council’s Financial Regulations** |
|  | It was resolved to recommend to Council that the Financial regulations be updated in accordance with the recommendations in the report and the further amendments and clarification requested by the meeting as appended to these minutes. |
|  | **To consider the draft minutes from Audit Sub Committee** |
|  | The minutes of the Audit Sub Committee were noted, and the following recommendations were approved and adopted as follows:-   1. Members noted the responses to the Second Interim Audit Report compiled by the Audit Sub-Committee on Tuesday 18th February 2020 2. The Standard Operating Procedures be adopted as working drafts for testing and in the event any of the procedures need amending, delegated authority be given to the Responsible Financial Officer to revert to existing procedures with a report back to the Finance and Governance Committee for final adoption. The Standard Operating Procedures include:- 3. CTCOPFIN01 – Financial and Business Risk Management 4. CTCOPFIN02 – Insurances 5. CTCOPFIN03 – Budget and Financial Management 6. CTCOPFIN04 – Treasury Management – Bank Accounts 7. CTCOPFIN05 – Purchase Orders 8. CTCOPFIN06 – Purchase Ledger and Cashbook Payments and Management 9. CTCOPFIN07 – Vat (Value Added Tax) Return 10. CTCOPFIN08 – Monitoring Utility Costs 11. CTCOPFIN09 – Sales Invoicing and Debtors 12. CTCOPFIN10 – Audit Process 13. CTCOPFIN11 – Payroll 14. CTCOPFIN12 – Personnel – Pensions 15. CTCOPFIN13 – Tender Process 16. CTCOPFIN14 – Risk Management Scheme 17. The draft Suppliers Contract be adopted 18. The draft Data Sharing Agreement be adopted 19. The draft Information and Data Protection Policy be adopted 20. The Terms of Reference for the Audit Sub-Committee be amended to include the quarterly meetings of the Sub-Committee and frequency of when the Internal Member Audits will take place |
|  | **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 the recommendation of Personnel Committee to enter into a contract for the support of events and other activities** |
|  | It is resolved to recommend to Council to enter into a contract with Ms. Rigby for the services of an Events Officer on the terms set out in the report and that the procedures for contracts need not apply in accordance with paragraph 11.1 of the Financial Regulations for the reasons set out in the report. |
|  | **To consider the date of the next meeting** |
|  | Members agreed the date of the next meeting will be 30 March 2020 |
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**Meeting Closed: 20:45**

**Para 4.1 Replace** “the Town Clerk for any items up to £3,000” **with** “The Town Clerk for any items up to £1,000. In the case of expenditure over £1,000 which is urgent, or for which delay is undesirable, he/she will contact all Members indicating that the matter will be actioned in five working days unless the action is ‘called in’. A call in will be taken to the next available Council or Committee meeting according to the amount involved and is triggered by a quorum members of Council (in the case of sums over £10,000 ) or of the relevant Committee (in the case of amounts between £1,000 and £3,000) contacting the Officer asking for a call in. A log will be retained to record requests for call in.”

**Para 4.4** **replace** the words “Chairman of Council or relevant Committee” **with** “Chair of Personnel Committee”.

**Para 5.2** **replace** the words “authorise the payment by signing the schedule” **with** “authorise the payment by email or by signing the schedule”.

**Paragraph 5.5** **delete** “and the due date for payment is before the next scheduled Meeting of Council or Finance and Governance Committee, where the Clerk and RFO certify that there is no dispute or other reason to delay payment”.

**Paragraph 5.7 and 5.8** **delete whole paragraphs**.

**Paragraph 6.4** **replace** the words “the schedule of payments shall be signed by two authorised signatories” **with** “the schedule of payments shall be authorised by email or signed by two authorised signatories”.

**Para 6.11** **replace** the words “shall be handed to the Mayor” **with** “shall be stored in a safe and secure place such as a safe or strongroom”.

**Para 6.17** **replace** “signed by the Town Clerk or the RFO and an authorised member” **with** signed by any two of the Town Clerk or the RFO or an authorised member”.

**Para 6.18 delete** “authority for topping-up shall be at the discretion of Council or Finance and Governance Committee” and replace with “. The card may be topped up by the Town Clerk or RFO upon authorisation by two of the Council’s Authorised Signatories.”

**Para 6.20** **replace** the words “Any payments made in cash by the Clerk or RFO…” **with** “Any payments made in cash by the Clerk or RFO or another officer authorised by the Clerk or RFO…”

**New paragraph 6.21** Insert “The Town Clerk or RFO or Officer responsible for the administration of the Grant and Donations Scheme requests confirmation that payment has been received from the recipient organisation where they have been awarded a grant and/or donation exceeding £1,000. This receipt will be kept in the organisations Grant Application File.”