

## Final Minutes of Finance Committee held 21<sup>st</sup> January 2019

In attendance: Councillors M. Harriman M.J. Edwards, J. Holmes, B Blackmore, J Hobbley

Chair: Councillor M.J. Edwards

Clerk and Responsible Financial Officer: S Baxter

Apologies: M. Wilde

---

1. **Apologies** : Apologies were given and accepted. The Committee stood in a minute's silence in remembrance of Councillor Mary Lightwood.
2. There were no members of the press and public present for the meeting.
3. Councillors were reminded of the need to Declare any Interest.
4. The **Minutes of the meeting** held on the 19<sup>th</sup> November 2018 were agreed as a true record.  
**Matters Arising**: It was noted that the proposed agreement with Gresford Junior football Club had not as yet been taken to Full Council.
5. **Grant Applications 2018-19. Consideration** was given by the Committee to each of the nine applications for Grant assistance that were made by the deadline of 30<sup>th</sup> November 2018, and to requests for donations, to be awarded for the Financial year 2018-19. The details of the applications and the awards recommended by the Committee are outlined in the table appended. All items were moved and seconded after consideration.  
(Appendix 1) The following declarations of interest were made, members leaving the room and taking no part in the decisions made:
  - Councillor Janet Holmes- Interest declared in application made by Gresford Trust
  - Councillor Michael Edwards- Interest declared in application made by Maes Y Pant .
  - Councillor Michael Harriman- Interests declared in applications made by Gresford Snooker Club and Gresford Village Bowling Club
6. **Consideration of process to review Grants Procedure.** Following the Resolution of Full Council on the 6<sup>th</sup> December 2018 on review of the grants process, and a vote being taken to award grants on a more frequent basis, it had been delegated to Finance Committee to further review the process of grant applications being brought before the Council. Councillor Holmes advised of difficulties experienced by some groups in that they might need finance, for example to secure a quote or to have work carried out, more urgently than annually, as the process is at present. The Clerk reminded the Committee that the resolution of Full Council had been to look at grant awards more frequently. It was stated that it had been agreed that Finance Committee were to look at the process After consideration, it was **AGREED** that:
  - i. The wording on the forms should be changed to reflect 'Up to £500' and ' £500 and over' .
  - ii. Monitoring and Evaluation forms sent out to those organisations receiving grants in excess of £500, needs to be tightened.
  - iii. The process undertaken of awarding grants works efficiently.
  - iv. The wording on the website should be changed to advise that grants are awarded annually but that consideration will be given throughout the year to those organisations who need it more urgently.
  - v. The item of 'Consideration of Grant Applications received' will appear on the Finance Committee agenda as a standing item i.e. every quarter .
  - vi. The grants process will continue to be looked at annually under the same system of application and award, but that those who need a grant sooner, will be

encouraged to contact the Clerk, who will advise the Chair of the Council and the Chair of the Finance Committee of such an urgent request being received and this will dictate whether a special meeting needs to be called.

- Action:** Clerk to ensure Grants is a standard Agenda item for Finance Committee. To put the outcome of the review on the Agenda for the next Full Council meeting. To change relevant wording on the website. A discussion took place about the powers given to Committees for awarding grants and whether it is possible to have the power to award grants under £500. The Clerk advised Committee of the current Financial regulations which stipulate expenditure up to £750, and so this could potentially be added into the Scheme of delegation and the Financial regulations. **Action:** At the next Annual meeting of the Full Council, when Financial regulations are reviewed, request to be made for the Finance Committee to have powers to award Grants of up to £750, in conjunction with this clause.
- 7. Draft Data Protection Policy:** The Clerk presented a Draft Data Protection Policy and associated procedural document concerning a Breach of Data Protection. Both documents were considered and approved. **Action: To recommend to Full Council that the Policies be adopted.**
  - 8. Quarterly Financial report for the third quarter:** The Clerk presented the report on income and expenditure to the end of December 2018. This was considered and **AGREED to present to Full Council.**
  - 9. Agreement to be made with Gresford Junior Football Club concerning Allington Park.** Consideration was given to the agreement which had been drafted and agreed by General Amenities Committee. It was decided that the Agreement needed to be more user friendly in its language. Inconsistencies were also pointed out. It was **AGREED that** Councillor Harriman should redraft the Agreement. A discussion took place about a charging regime to cover maintenance of the pitch. It was stated that this should centre around the covering of costs of the Community Council in maintaining the area, and the Club's ability to pay. It was **AGREED that once finalised by Councillor Harriman, the agreement is to be circulated and a meeting to be held with the Club representatives with items to be agreed beforehand.**
  - 10. Budget for 2020-21 and 2021-22:** The Clerk circulated the budget document that had been agreed as part of setting the precept. It was **AGREED** that for the moment the Clerk should set each item with an inflationary raise of 2%. Committees should be asked to look at their reserves in the longer term and planned expenditure.
  - 11. Payment to Members:** The Clerk highlighted excerpts from a presentation by the Remuneration panel which seemed to indicate an expectation that payments to members (the £150 mandatory allowance) should be paid at the beginning of a Financial year and not at the end as Council had previously decided. Following discussion, it was **AGREED** that payment should be made in March, by bank transfer if possible. Members will need to provide their Income tax code and National Insurance number as well as Bank details to facilitate this. **Action: Clerk to email those that have not responded to previous requests to indicate their preference.**
  - 12. Appointment of Internal Auditor:** The Audit plan submitted by JDH services was considered and it was **AGREED** to recommend to Full Council the appointment of JDH as internal auditors for this Financial year.
  - 13. List of Policies to be taken forward and timeframe:** The Clerk explained she had been asked to draft a list of documents and policies that were needed to be in place by the Council. A list was circulated showing all main documents and their status, whether adopted or in draft, and their review dates. This was commented upon and additions suggested. **Action: Clerk to bring back to a subsequent meeting.**
  - 14. Date of next meeting.** It was agreed that the Committee will next meet on the 9<sup>th</sup> April . Clerk to make arrangements.