

## Final Minutes of Finance Committee held on the 3<sup>rd</sup> June 2019

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

Chair: Councillor M.J. Edwards

Clerk and Responsible Financial Officer: S Baxter

Apologies: Councillors M. Wilde, J. Hobbley

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1. **Apologies:** Apologies were given and accepted.
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. **Election of Chair for 2019-20:** Councillor Harriman proposed that Councillor Edwards be re-elected as Chair, and Councillor Edwards agreed.
5. The **Minutes of the meeting** held on the 9<sup>th</sup> April 2019 were agreed as a true record.
6. **Grant Requests received:** Councillor Edwards recapped on the issue that had arisen regarding the events committee, and the Finance Committee considered the response received from the Chair of Gresford Trust, detailing membership and the purpose of the grant as had been requested. Councillors Holmes and Blackmore both declared an interest in this matter and took no further part in the discussion or in the decision reached. Councillor Edwards stated that if there was general agreement to award a grant in this circumstance, it should be noted for Audit purposes that checks had been made to ascertain that the Trust would not spend the money on anything other than the purpose of the Village celebration event, and also that the Committee had taken into account that for one single event it would be bureaucratic to insist that a separate bank account from the Trust's be set up for the purpose. A discussion took place and it was decided to **Recommend to Council the award of grant in this instance.** It was also agreed to note this as an exceptional award via the grants process and to consider it as part of the review of the grants process when it is next reviewed.
7. **Internal Audit report:** The report received from the Internal Auditor was considered by Committee and the two points raised were noted: these being the Risk Assessment document, which was approved by Council in March 2018 for the forthcoming year, and in May 2019 for the forthcoming year. At the time of the internal Audit the current document was not available as approved for her to include but the Committee were assured that it had now been approved. A note will be made for external audit. The second point concerned the treatment of mileage costs for the future within the accounting process. The Clerk assured this had now been corrected.
8. **Document for submission of Annual Return to External Audit:** The Clerk presented the document to the Committee, who approved the document for recommendation to Full Council.
9. **Lead Councillor policy:** The revised document was considered by the Committee. The title 'Designated Project Lead' was agreed as preferable. A discussion took place about business cards being produced with the Council's contact details being produced. Some amendments were suggested, and overall the document was **approved, with amendments, for Recommendation to Full Council for Adoption. Action: Clerk to make enquiries on costs of business cards and arrange.**
10. **Scout hut- Consideration of Electricity used to power the MUGA lights.:** - The Clerk and Councillor Holmes gave the background on this matter and advised on checks made to date, that had revealed previous payments made and then nothing further. She had made enquiries of the previous Clerk. It was agreed to ask MEGA to look into the pillar and wiring arrangements of lights and report back, after which the issue of any monies owed will be considered.

11. **'Letter of understanding' concerning CCTV arrangements at the Scout hut.:** The Committee considered the document produced by the Clerk in connection with the CCTV installation at the Scout hut. Some points and minor amendments were suggested. It was noted that the scout leaders should not be able to access the footage and perhaps a lockable cabinet could be acquired. **Action : Clerk to amend and discuss with Scout leader and CCTV installer.**
12. **Agreement to be made with Gresford Junior Football Club.** It was reported that a meeting had recently been held with the Chair of GAJFC, and some amendments to the agreement had been agreed. A discussion took place. Once the amendments are made the Clerk will forward the document on to the Gresford Athletic Football club for signing, since it had been established that this was the overarching organisation to be entered into the agreement with.
13. **List of Policies to be taken forward and timeframe:** The Clerk will revise the document and circulate to all councillors: **Action: Clerk.**
14. **Staffing matters<sup>1</sup> Item under Part II- Exclusion of the Press and Public: Not for publication pursuant to the provisions of Sub-Section (4) of section 100A of Paragraph 1 of Part I of Schedule 12A of the Local Government Act 1972 (as amended)** The Committee went into Part 2 proceedings for this item as it contained matters of a sensitive or personal nature.
- i. Pension Scheme – update
  - ii. Confirmation review of Contract terms and Appraisal.
15. **Members urgent matters for consideration.** None were raised.
16. **Date of next meeting.** It was agreed that the Committee will need an additional meeting to be held in late September prior to the scheduled November meeting. **Action: Clerk to arrange.**