



MINUTES OF THE BRIDGEND TOWN COUNCIL FINANCE COMMITTEE MEETING

Thursday 22nd March 2018, 10am at Carnegie House Board Room

Present:	Cllr D Unwin (Chair) Cllr A Wathan
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In attendance: Mrs L Edwards (Town Clerk), Mrs D Jones (Deputy Town Clerk/RFO)

Pre-meeting business

- The Town Clerk advised that the meeting was not quorate and therefore a formal decision making meeting could not go ahead.
- The Chair suggested that the meeting should proceed on an informal basis to consider the items on the agenda and make recommendations for consideration at the Extra Ordinary Town Council meeting on Monday 26th March 2018.

1. To Receive Apologies for Absence

Apologies for absence were received from: Cllr F Bletsoe, Cllr M Voisey

Absent: Cllr G Sassoon-Hales, Cllr R Porter

2. Declarations of Interest (if any) of Members

There were no declarations of interest.

3. To confirm and Sign Minutes of the Finance Committee Meeting held on 13th February 2018

The minutes of the Finance Committee Meeting held on 13th February 2018 were received and confirmed as a true record and duly signed.

4. To consider Matters Arising from the Finance Committee Meeting held on 13th February 2018

- P.1 LookUp Project; Deputy Town Clerk/RFO advised that the final artwork is in place and the project now complete.
- P.1 Community Skip Scheme; Town Clerk advised that the Community Clean-up and Education Event had taken place on 21st February 2018 and will be reviewed by full council at its next meeting of 16th April 2018. Deputy Town Clerk/RFO referred members to the Community Skip Scheme budget for the year ending 31st March 2018.
- P.2 Street Signage; Chair advised that a second quote had now been received. Members reviewed both quotes and based on the information supplied agreed to instruct Paul Hooper Signs to carry out the Street Signage works.

- P.2 Tourist Signs - CADW; Town Clerk advised Members that she had emailed her contact at CADW however had not received a response and will follow this up in due course.
- P.2 Bus Related Report; Deputy Town Clerk/RFO explained that she had yet to write to Mark Shephard and liaise with Cllr M. Voisey with regard to the Bus Related Report, she advised that she would action this as soon as possible.
- P.4 Parking Arrangements for Council Van; Town Clerk advised that she is awaiting a response from BCBC and that the current garage lease of our staff member is due to expire. She suggested that for the interim the van is parked at one of the BTC allotment sites; Members discussed this arrangement and instructed the Clerk to make arrangements for parking of the Council Van at the Dunraven allotment site until a suitable alternative is identified.
- P.4 Grant Aid Applications; Deputy Town Clerk/RFO advised that there were two outstanding grant payments of £250 to be paid to the Firefighters Benevolent Fund and Compassion Church Bridgend; She stated that the payments would be made before 31st March 2018.
- P.4 St John's House Trust; Chair stated that following receipt of the further information requested from St John's House Trust the agreed payment of £5,000 had been made.
- P5. Dog Waste Disposal SLA for Newcastle Higher Community Council; Town Clerk explained that she would progress this as soon as possible.
- Office Redevelopment; Town Clerk advised Members that the BTC IT and telephone network was originally installed by BCBC who now provide computer services and SLA's to BTC; She explained that for this reason BCBC have stated they will not allow outside contractors to make changes to the cabling and systems in place, therefore there will be a separate charge from BCBC for this section of the office redevelopment works.
- P.5 Fuel Card for Outdoor Workers; Members agreed to defer this item to the next meeting of the Finance Committee.
- P.5 External Payroll Provider; Members agreed to defer this item to the next meeting of the Finance Committee.
- P.6 Additional CCTV; Members agreed to defer this item to the next meeting of the Finance Committee.

5. To Consider Bridgend Town Council Quarterly Budget Review as at 22nd March 2018

- Deputy Town Clerk/RFO referred Members to the budget spreadsheet listing the expenditure to date for each budget heading.
- Deputy Town Clerk/RFO advised Members that she had reviewed all of the budgets and noted that there are changes to some of the figures due to reallocation of invoices.
- She advised that the "Other Budget" figure contained grant funding contributions and that this figure had also changed due to new grants being received and existing grant carrying over to the next financial year.
- Members reviewed the spreadsheet and Deputy Town Clerk/RFO highlighted several budgets for discussion; these were reviewed and confirmed.

6. To Consider Expenditure Forecast to March 31st 2018 and Virement of Budgets

- Deputy Town Clerk/RFO referred Members to the budget spreadsheet detailing the expenditure forecast to March 31st 2018 and the variance figures for each budget.
- She explained that there would be additional invoices received before the end of the financial year and these figures may change slightly.
- Town Clerk explained that an invoice had been received from BCBC for the provision of Christmas Lights however the invoice total was more than expected and she was currently querying the amount.

- Chair thanked the Officers for their work in preparing the detailed reports and suggested that the Officers are given delegated authority to vary between budget headings as appropriate.

7. To Consider General Reserves as at 22nd March 2018

- Deputy Town Clerk/RFO distributed to Members the Bridgend Town Council Financial Summary as at 22nd March 2018 detailing the forecast general reserves for the year ending 31st March 2018 for review.
- Chair highlighted that in September 2017 the Finance Committee had received and discussed a report on general reserve calculations which illustrated a suggested minimum requirement for a Town Council of this size.
- He commented that the previous year's general reserves were too low and was pleased that the figure has now increased for 2017/18.

8. To Consider Recommendations for Bridgend Town Council Internal Controls

- Deputy Town Clerk/RFO distributed to Members the Bridgend Town Council Statement of Internal Controls document for review.
- Deputy Town Clerk/RFO made the following recommendations;
 - To introduce a six-month review of Bridgend Town Councils Statement of Internal Control, Investment Strategy, Risk Assessment and Fixed Asset Register in October of each year.
 - That a member of the Finance Committee reviews bank reconciliations on a quarterly basis to increase segregation of duties.
 - To vary authorised signatories for the weekly expenditure approval document throughout the month.
 - To transfer the reserves balance as at 31st March 2018 to a BTC Santander Account so that BTC monies are held in two differing banks.

Recommendation: To agree that these recommendations are implemented for the financial year 2018/19

9. To Review Bridgend Town Council Annual Investment Strategy

- Chair referred Members to the Bridgend Town Council Annual Investment Strategy document for review.
- He suggested an amendment to item 2.8 End of Year Investment Report to remove the wording "Investment forecasts for the coming financial year have not been prepared due to proposed changes to the investment strategy. At the end of the financial year, the Responsible Finance Officer will report on investment activity to the Finance Committee." and replace with "The Finance Committee decided not to invest at this stage however a decision on the investment of reserves will be considered at the end of the financial year".

Recommendation: To agree that the Bridgend Town Council Annual Investment Strategy document be approved by Council and reviewed in October 2018.

10. To Review Bridgend Town Council Risk Assessment

- Chair referred Members to the Bridgend Town Council Risk Assessment document for review.
- He suggested an amendment on page 5 to remove the wording "Appoint executive board to consider" and replace with "The appropriate committee or full Council meeting will be called to consider planning applications and other consultative documents falling in between normal monthly meetings".
- Chair highlighted the incomplete training section and suggested wording for insertion within the document.

Recommendation: To agree that the Bridgend Town Council Risk Assessment document be approved by Council and reviewed in October 2018.

11. To Review Bridgend Town Council Financial Regulations

- Chair referred Members to the Bridgend Town Council Financial Regulations document for review.
- He questioned the relevance of some of the statements for Bridgend Town Council.
- Town Clerk advised that BTC adopted the model Financial Regulations provided by One Voice Wales and that she will investigate if any of the sections can be amended by BTC.

Recommendation: To agree that the Bridgend Town Council Financial Regulations document be approved by Council and reviewed in October 2018.

12. To Review Bridgend Town Council Asset Register

- Deputy Town Clerk/RFO distributed to Members the current BTC Asset Register for review.
- Deputy Town Clerk/RFO highlighted that the figure for Christmas Equipment needed to reflect depreciation of old stock and purchase of new items. Chair referred to the revised inventory for Christmas Stock and it was proposed that the asset register figure of £80,630.30 be decreased to £42,300.
- Chair highlighted that the cross street features had not been used in 2017 and since a decision had been taken by Council not to use Catenary Wiring in the future, these cross street features are now redundant. He suggested that they could be sold in 2018.
- Chair proposed that the Catenary Wiring figure of £10,000 should be reduced to £5,000 due to their age and current condition.
- Chair highlighted that the description for number 29 on the asset register should read 16 Litter Bins and 3 Dog Waste Bins.
- Chair suggested that Insurance Value Renewal figures be added to the asset register where possible.

Recommendation: To agree that these recommendations are implemented to update the Bridgend Town Council Asset Register.

13. To Review Internal Auditor Engagement Letter for the Year End 31st March 2018

- Chair suggested the following amendments to the Internal Auditor Engagement Letter for the Year End 31st March 2018;
 - P.2 that a date of 1st June 2018 is inserted for the internal auditor to report to Council.

Recommendation: To agree that the Internal Auditor Engagement Letter for the Year End 31st March 2018 be approved and duly sent.

14. To Consider a quotation for the purchase of five PCs for BTC staff

- Town Clerk referred Members to the quote of £3,567.50 received from the BCBC approved supplier, Centerprise International for the provision of 5 PC's for BTC staff. She explained that two PC's are required to replace existing non-reparable staff laptops and that the further three PC's are required for the newly appointed BTC staff due to be interviewed shortly.

Recommendation: To approve the quotation of £3,567.50 received from the BCBC approved supplier, Centerprise International for the provision of 5 PC's for BTC staff.

Chair highlighted the need to discuss two additional items that had been deferred from the full Town Council meeting on the 19th March 2018.

- Chair provided a completed Wales Audit Office - Survey of Town and Community Councils on behalf of Bridgend Town Council to the Clerk; Clerk advised she will submit the response as soon as possible.
- Chair referred to the Independent Remuneration Panel for Wales Annual Report - February 2018. He explained that on behalf of the Council he had reviewed the document in detail and highlighted that Determinations 44, 46, 48, 49, 50 and 51 apply to Bridgend Town Council and therefore recommended the report as it stands to full Council.
- Chair stated that the Council will now need to agree how it will implement Determination 46 regarding additional payments to Councillors with specific responsibilities, decide the number of payments it will make and which Committee chairman will be offered this remuneration.

- Chair also highlighted that the Council will need to decide how claims for the cost of care will be advertised to the public under the terms detailed in the IRPW report.

Recommendation: Council must consider additional payments to Councillors with specific responsibilities in relation to IRPW Determination 46 and decide how many payments it will offer and which Committee chairman will be eligible for the payments.

Recommendation: Council must decide how it will publish reimbursements of the cost of care in relation to IRPW Determination 51.

Chair noted that such payments should be made available from 1st April 2018 however Councillors can contact the Clerk in writing prior to the full Town Council meeting on Monday 16th April if they wish to refuse all or any payments available to them. Payments will be issued to Members by cheque on 27th April 2018. Members wishing to receive payments by bank transfer should provide details to the Clerk before 27th April 2018.

15. Date of Next Meeting

Town Clerk proposed that the next meeting of the Finance Committee be held on 24th April 2018.

Meeting Closed: 11.45am

Signed:..... (Chair of Finance Committee)

Date:.....

NOTE: The Notes of the Finance Committee Meeting held on 22nd March 2018 were approved at the Bridgend Town Council Extra Ordinary Meeting on Monday 26th March 2018.