

FINANCE, ASSET & RESOURCES COMMITTEE

Minutes of the meeting of the Finance, Asset & Resources Committee held in Ellesmere Town Hall on Monday 13th July 2020 at 1pm.

PRESENT: Councillors: Cllr G Hutchinson (Chair), N Cull, G Elner, P Goulbourne, R Hartley, D Lunn and Mrs A Wignall
Jo Butterworth – Town Clerk
Jean Hynes – Assistant Clerk

FAR-6/20 **To Receive Apologies and Reason for Absence**

RESOLVED – that the apologies received from Cllr J Frost be approved.

FAR-7/20 **Disclosure of Personal and Prejudicial Interests in Items on the Agenda**

Cllrs P Goulbourne, G Hutchinson and Mrs A Wignall, as members of Friends of Ellesmere Library, declared a non-pecuniary interest in relation to any discussions regarding the Earmarked Reserve of £5,000 for Ellesmere Library contained in agenda item 6b –2020/21 Earmarked Reserves.

FAR-8/20 **Grant Dispersations**

None received.

FAR -9/20 **Minutes**

RESOLVED – that the minutes of the meeting held on 15 January 2020 be approved and signed by the Chair as a correct record.

FAR-10/20 **Public Participation Session**

No members of the public were present.

FAR-11/20 **Finance/Contracts**

(a) Town Council Income & Expenditure report for 2020/21, 1st Qtr

Committee members agreed that they were happy with the report, which will be circulated to full council at their September meeting as per item 17c of the Town Council's Standing Orders.

(b) 2020/21 Earmarked Reserves Report

Youth Provision

The Clerk reported that a cheque for £768 has been posted to TNS as per minute number 26/20 (iii), leaving a balance of £1,232 for Youth Provision, it was agreed to investigate what further youth services TNS offer that the council could support and bring into the town.

CCTV

Match Funding for CCTV is currently being investigated by the Clerk.

Neighbourhood Fund 2016/2017

Councillors were informed that the £1,329.43 Neighbourhood fund money received from 2016/2017 needs to be spent before the end of the financial year, the Clerk is looking into ways in which the monies can be spent and suggested that if possible the money could be used towards investigation of remedial works required on the town culvert, she is going to speak to Shropshire Council for further advice.

Ellesmere Library

During the budget deliberations the Town Council agreed to contribute £5,000 towards the running costs of Ellesmere library, the Clerk reported to the committee that due to the Coronavirus pandemic that the library has in fact been closed since the beginning of the 1st quarter of the financial year and is due to re-open at the end of July, she asked members if they wanted the £5,000 apportioned accordingly. After much discussion.

It was moved by Cllr N Cull and Seconded by Cllr G Elner and

RESOLVED - that only three quarters of the £5,000 earmarked reserves be contributed to Ellesmere library for 2020/21

(NB: Cllrs P Goulbourne, G Hutchinson and Mrs A Wignall did not vote in respect of the application for funding to Ellesmere Library).

(c) Verbal Report on Town Hall losses for the 1st Qtr. and discuss options for reducing further losses

The Town Hall income is down by £5,796.50 due to the hall being closed during the COVID pandemic. TH staffing costs were £7,779 and although £4,495 has been recovered from the Government by way of Furlough claims, the overall loss in staffing a lost booking revenue totals £9,080.50. The Clerk recommended furloughing the 2 Caretakers for the month of August and retaining the 2 cleaners to clean the Town Hall and Public Toilets to save the council money, she also asked members, that if they were in agreement, if they would like the staff furloughed at 80% which would be paid by the Government or whether they would like to top up the additional 20% to pay the staff 100%.

It was moved by Cllr D Lunn, seconded by Cllr A Wignall and

RESOLVED - to furlough the caretakers from 1st to 31st August with 100% pay.

(d) Cemetery Working Group Income & Expenditure report for 2020/21. 1st Qtr

Committee members agreed that they were happy with the report, which will be circulated to full council at their September meeting as per item 17c of the Town Council's Standing Orders.

(e) Street Lighting Maintenance Contract

RESOLVED - To approve the contract specification for the street lighting maintenance contract and advertise the tender.

(f) Clerks Printer

The current printer lease provider had approached the council to see if they would like to renew the Clerk's printer early, the contract is due to expire in January 2021, but they offered a deal to provide a newer printer and save the council money on printing costs. The Clerk reported that 2 additional companies had been approached for quotations and only 1 quotation had been received. There was a larger saving over a 5-year contract period with the current provider rather than entering a new contract with the other company.

It was moved by Cllr G Elner, seconded by Cllr P Goulbourne and

RESOLVED - To renew the Clerk's printer for a 5-year fixed period with the current contractor.

(g) Grease Trap Cleaning Contract

To note that the contract has expired, and a new contract has been put into place with a saving of £1850 for the same service delivery. The cost of the new contract is £300 per year.

FAR - 12/20 **Business Continuity Plan**

The Committee agreed to adopt the BCP, which had been circulated with the agenda, which will be reviewed annually.

FAR - 13/20 **Internal Controls**

Councillor D Lunn announced that he will be resigning from the Finance, Asset and Resources Committee and therefore the committee will need to appoint a new internal checker. The Clerk will put this on the next agenda.

The Committee approved the new Internal Controls checklist and system of internal control, which will be reviewed annually.

FAR - 14/20 **Town Hall Roof**

The Clerk reported that the Town Hall has now been watertight for 2 weeks and that the ceiling tiles damaged during the last leak have now been replaced together with a number of water damaged tiles throughout the hall, which had been damaged on a previous occasions.

The meeting closed at 1 .45pm

Chair:

Date: