

MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 14th APRIL 2019** at **7.00PM**

PF/122 PRESENT

Chairman: Councillor Cobley
Councillors: Clarke, Garner, Ginger, Mahalski, O'Neill, Parry, Perks, Sheward.
Officers: Gina Wilding, Town Clerk

PF/123 HEALTH & SAFETY

The Chairman informed Councillors and members of the public of the fire exits, fire assembly point and asked that everyone sign the attendance log.

PF/124 RECORDING OF MEETINGS

The Chairman notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

PF/125 APOLOGIES

Apologies for absence were received from Councillors Gill and Smithers.

PF/126 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared

Declaration of Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Parry	9	Ludlow in Bloom

Declarations of Personal Interest

None declared

PF/127 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public or press present.

PF/128 UNITARY COUNCILLORS SESSION

Unitary Councillor Viv Parry, Ludlow South informed the Committee that Fion Horton is Shropshire Council’s Highway and Transport Services Manager and should be the first point of contact for related matters.

PF/129 MINUTES

RESOLVED (8:0:1) AC/GG

That the minutes of the Policy and Finance Committee meeting held on 18th March 2019, be approved as a correct record and signed by the Chairman.

PF/130 ITEMS TO ACTION

The Chairman thanked staff for actioning the items from previous meetings.

RESOLVED (Unanimous) AC/GP

That the items to action be noted.

PF/131 FINANCE INFORMATION

RESOLVED (Unanimous) AC/JGP

That the Cash Book Income and Expenditure report, Reconciliation and Barclaycard Statements, PayPal Payments, Income and Reconciliation; and Mayor’s Charity Payments, Income and Reconciliation for March 2019, be received.

PF/132 INTERNAL AUDITOR RECOMMENDATIONS

RECOMMENDED (Unanimous) AC/MC

To recommend the following actions:

<u>AUDITOR RECOMMENDATION</u>	<u>ACTION</u>
The Council must comply with the Accounts & Audit Regulations 2015 Regulation 16 which states — ""As soon as reasonably practicable after conclusion of an audit, a relevant authority must publish (which must include publication on the authority’s website) (a) a statement— (i) that the audit has been concluded and that the statement of accounts has been	To note that paper copies of all the information were made available to the public at the Guildhall. Notifications of the public of rights and access to the information are on the website, and the interim and the final external audit reports are on the website.

published; and (ii) of the rights of inspection conferred on local government electors by section 25 of the Act; (b) the address at which, and the hours during which, those rights may be exercised."	
The council must independently review and sign the bank reconciliations and the supporting bank statements.	To approve the process that the Chairman of Policy & Finance (P&F) will sign off the actual bank statements on a quarterly basis. The signed off reconciliations will be filed within the bank statements folder which is reviewed by the internal auditor
All bank statements should be retained in the folder in support of all bank reconciliations.	To note that staff are aware that statements may be received in the post or may be downloaded from the online banking facility to ensure that complete records are maintained in the folder.
The Council should determine one value as the tender threshold. It may be appropriate for this to be set at £25,000 in accordance with the Public Contracts Regulations 2015.	That standing orders and financial regulations are amended to be set at £25,000 in accordance with the Public Contracts Regulations 2015.
On a regular basis aged debtor reports should be produced and presented to Members for review. Members should, in particular, have responsibility for deciding whether to write off a debt or continue to pursue the debt.	That aged debtor reports will be made to P&F on a quarterly basis at the same time as the exceptions reports are made to Committee.

PF/133 WME PRICE UPDATE**RESOLVED (Unanimous) AC/GG**

That the WME unit price update for all sites be noted.

PF/134 CIVIC VISITS

Members wished to convey their sincere thanks and congratulations to the Mayor and Deputy Mayor for attending the Civic events on behalf of Ludlow Town Council.

RESOLVED (Unanimous) AC/MC

To note the attendance of the Mayor and Deputy Mayor at Civic Events in January, February, March and to date in April.

The meeting closed at 7.15pm.

Chairman

Date

N.B. No Closed Session Minutes will be issued for this meeting.