

MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Methodist Church, Broad Street, Ludlow on **MONDAY 13th June 2022 at 7.00PM**

PF/50 PRESENT

Chairman: Councillor Gill
Councillors: Childs, Ginger, Lyle, O'Neill, Waite
Officers: Gina Wilding, Town Clerk
 Lucy Jones, Senior Finance Officer

PF/51 WELCOME

The Chairman welcomed everyone to the Policy and Finance Committee meeting, and advised the location of fire exits.

PF/52 ELECTION OF VICE-CHAIR OF POLICY AND FINANCE COMMITTEE

RESOLVED (Unanimous) DL/TG

That Councillor O'Neill be elected Vice-Chair of Policy and Finance Committee for 2022/23.

PF/53 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/54 APOLOGIES

Apologies for absence were received from Councillors Garner, Parry and Pote.

PF/55 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Declaration of Conflicts of Interest

None declared.

Declarations of Personal Interest

None declared.

PF/56 PUBLIC OPEN SESSION (15 minutes)

There was one member of the public present.

PF/57 UNITARY COUNCILLORS SESSION

There were no Unitary Councillors present.

PF/58 MINUTES

RESOLVED (Unanimous) TG/SO

That the minutes of the Policy and Finance Committee meeting held on 11th April 2022, be approved as a correct record and signed by the Chairman.

PF/59 ITEMS TO ACTION

RESOLVED (Unanimous) TG/GG

That the items to action from the Policy and Finance Committee meeting held on the 11th April 2022, be noted.

PF/60 FINANCE INFORMATION

a) Cash Book – Payments and Income – March & April 2022

RESOLVED (Unanimous) TG/DL

That the Cash Book Payments and Income for March and April 2022, be received.

PF/61 b) Reconciliation – March & April 2022

RESOLVED (Unanimous) TG/GG

That the Cash Book Reconciliation for March and April 2022, be received.

PF/62 c) Barclaycard Statement – February & March 2022

RESOLVED (Unanimous) TG/GG

That the Barclaycard Statement for February and March 2022, be received.

PF/63 d) PayPal Payments, Income and Reconciliation – March & April 2022

RESOLVED (Unanimous) TG/SO

That the PayPal Payments, Income and Reconciliation for March and April 2022, be received.

PF/64 e) Petty Cash Payments, Income and Reconciliation – March & April 2022

RESOLVED (Unanimous) TG/BW

That the Petty Cash Payments, Income and Reconciliation for March and April 2022, be received.

PF/65 f) Public Sector Deposit Fund Payments, Income and Reconciliation – March & April 2022

RESOLVED (Unanimous) TG/GG

That the Public Sector Deposit Fund Payments, Income and Reconciliation for March and April 2022, be received.

PF/66 g) Mayor's Charity Payments, Income and Reconciliation – March & April 2022

RESOLVED (Unanimous) TG/GG

That the Mayor's Charity Payments, Income and Reconciliation for March and April 2022, be received.

PF/67 AGED DEBTORS

RESOLVED (Unanimous) TG/DL

That the Aged Debtors report be received.

PF/68 4th QUARTER INCOME AND EXPENDITURE

Income and Expenditure Report

RESOLVED (Unanimous) TG/GG

That the 4th Quarter Income and Expenditure Report, be adopted.

PF/69 **4th Quarter Exceptions Report**

RESOLVED (Unanimous) TG/GG

That the 4th Quarter Exceptions Report, be approved.

PF/70 **POLICY REVIEW**

Stress Policy

Councillor Lyle asked if the telephone counselling service mentioned in the policy was included within the Council's current insurance cover. The Town Clerk stated that it was included but that any referrals would not be and would most likely be brought back to be referred to Occupation Health.

RESOLVED (5:0:1) DL/BW

That, as appropriate, personal pronouns be amended to impersonal pronouns throughout the policy.

PF/71 **RESOLVED (Unanimous) GG/TG**

That:-

- a) in addition to the counselling service, a reference to the option for staff to request a referral to Occupational Health be included within the policy.
- b) the Stress Policy be brought back to Policy and Finance Committee.

PF/72 **Training Fees Agreement**

RESOLVED (Unanimous) GG/BW

That:-

- a) an additional clause be inserted to give discretion to Council to consider individual cases and waive/set repayments depending on the individual circumstances.
- b) the Training Fees Agreement be brought back to Policy and Finance Committee.

PF/73 **Protocol on the use of permits for Entertainments square and Post Office Square**

RESOLVED (5:0:1) TG/SO

That in paragraph 2 the word 'and' be amended to 'or'.

PF/74 **RESOLVED (Unanimous) TG/GG**

That:-

- a) in paragraph 3 the word 'either' be deleted.
- b) in paragraph 7 the word 'them' be amended to 'it'.
- c) throughout the protocol Entertainments Square be replaced with Events Square.
- d) a map of Events Square be included with the application form.

PF/75 **RECOMMENDED (Unanimous) TG/GG**

That the amended Protocol on the use of permits for Events Square and the relevant application form, be adopted by Full Council.

PF/76 **BUDGET CENTRES AND CODES**

Insurance Claims Cost Centre

RESOLVED (Unanimous) GG/TG

That an Insurance Claims cost centre be set up with an income and expenditure code, to be used in line with the Internal Auditors advice.

PF/77 **Civic Regalia and Market Earmarked Reserve**

RESOLVED (Unanimous) TG/GG

That:-

- a) a Civic Regalia Earmarked Reserve be created.
- b) excess funds at the end of each financial year from the Civic Regalia expenditure code be transferred to the Civic Regalia Earmarked Reserve.
- c) a Market Earmarked Reserve be created.
- d) excess funds at the end of each financial year from the Market Maintenance expenditure code be transferred to the Market Earmarked Reserve.

PF/78 **WEST MERCIA ENERGY**

RESOLVED (Unanimous) DL/TG

That:-

- a) the West Mercia Energy update, be received.
- b) an explanation of the green credentials of the energy used by the Council be sought.

PF/79 MAYOR'S CIVIC VISITS

RESOLVED (Unanimous) DL/TG

That the Mayor's Civic from January to March 2022, be received.

The meeting closed at 7.41pm.

Chairman

Date

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