



MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 10th September 2018** at **7.00PM**

PF/34 PRESENT

Chairman: Cllr Tim Gill (Vice)
 Councillors: Cllrs Clarke, Garner, Ginger (7:02) Mahalski, Perks, Sheward and Smithers.
 Officers: Gina Wilding, Town Clerk

PF/35 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/36 APOLOGIES

Apologies for absence were received from Councillor Cobley, O'Neill, and Parry.

PF/37 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared

Declaration of Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Perks	7	In dialogue with the ICO
	8a	In dialogue with the ICO
	14	In dialogue with the ICO

Declarations of Personal Interest

None declared

PF/38 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public or press present.

PF/39 UNITARY COUNCILLORS SESSION

There were no members of the Unitary Council present. Councillor Boddington sent his apologies.

PF/40 MINUTES

RESOLVED (7:0:1) CS/MC

That the open minutes of the Policy and Finance Committee meeting held on 23rd July 2018, be approved as a correct record of the meeting to be signed by the Chairman.

PF/41 ITEMS TO ACTION

The Chairman acknowledged that being short staffed had an impact on everyone's workload and thanked to staff for the completed items to action.

RESOLVED (Unanimous) GP/CS

To note the items to action

PF/42 FINANCE INFORMATION

RESOLVED (7:0:1) GG/MC

To receive the cash book income & expenditure and reconciliation for July 2018; Barclaycard Statements for May, June and July 2018; PayPal income & expenditure and reconciliation for July 2018; and Mayor's Charity income & expenditure and reconciliation.

PF/43 INSURANCE

RESOLVED (Unanimous) GP/GG

- i) To further review Indemnity Insurance.
- ii) Quotations for all uninsured risks and to increase of legal expenses cover to £500,000 will come back to the next P&F, and a recommendation to Council will follow.

RECOMMENDED (Unanimous) GP/GG

To approve the motor vehicle insurance from WPS

PF/44 **POLICY REVIEW****RECOMMENDED (Unanimous) TG/GP**

To approve re adoption of the current staff protocol with the following amendments:

- i) To rename the protocol 'Whistle Blowing Policy and Guidance'
- ii) To insert the following wording in front of the existing protocol:

Whistleblowing

The Council encourages employees to raise any concerns that they may have about any wrongdoing at any level within the business. Wrongdoing in this context means any breach of a legal obligation, risk to health and safety, a criminal offence being committed, a miscarriage of justice occurring or likely to occur or damage to the environment.

Any initial concern should be raised with your line manager. However, if this is not appropriate then you should contact another member of the management team who will ensure that your concern is properly addressed.

Employees who raise a concern which is in the public interest under this policy are entitled not to be subjected to any detriment as a result, however the employee must reasonably believe that the disclosure they are making is true.

Even if your concern proves to be unfounded you will be protected against any reprisals from your manager, colleagues or any other employee of the business. Making a deliberately false allegation, however, against the Council, a fellow employee or any other person will be treated as an act of gross misconduct which will usually result in dismissal.

If you are the subject of an allegation of wrongdoing then you will be informed of the allegation and given every opportunity to explain the situation and put your side of the story. Disciplinary action will only be taken following a full investigation in accordance with the disciplinary procedure.

PF/45 **SHROPSHIRE COUNCIL AND TELFORD AND WREKIN COUNCIL JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE - FUTURE FIT CONSULTATION**

Members noted the Town Council's response to the NHS Future Fit Consultation and raised queries regarding the validity of the timing and purpose of Shropshire Council's consultation.

RESOLVED (Unanimous) CS/GG

To not participate in the consultation.

PF/46 **MAYOR'S CIVIC VISITS AND EVENTS**

Members expressed their thanks to the Mayor for attending so many events at a difficult personal time, and to the Deputy Mayor for attendance on behalf of the Mayor.

RESOLVED (Unanimous) GG/GP

To note the twenty-five events attended by the Mayor; and the eight events attended by the Deputy Mayor.

PF/47 **BUDGET SETTING PROCESS**

RESOLVED (Unanimous) GG/GP

To adopt the 2019/20 budget setting process.

PF/48 **CIVIC REGALIA**

RESOLVED (Unanimous) GP/GG

To note the complete repayment of the Deputy Mayor's chain civic regalia.

The meeting closed at 7:38pm.

Chairman

Date

N.B. There are no Closed Session Minutes for this meeting.