

CYNGOR TREF CONWY TOWN COUNCIL
GUILDHALL, CONWY
MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON WEDNESDAY 27th MARCH 2019 @ 17:30pm

PRESENT: Councillors – G Willets (Chair), S Cotton, H Roberts, T James, P Hart, J Rooney.

IN ATTENDANCE: N Flint (Town Clerk).

APOLOGIES: Councillors - V Macdonald, C Ryan, G Edwards, J Vaughan.

DECLARATIONS OF INTEREST – CODE OF LOCAL GOVERNMENT CONDUCT: None

Minute Number:-

5. Set Out Finance Committees Terms of Reference

Members discussed the arrangements for the above, as the Finance Committee has been newly formed

1. Membership of Finance Committee:

1.1 This to be limited to a maximum of one third of the Town Council;

1.2 Non-Members of the Committee may attend the Committee and are allowed to speak on any agenda item with the permission of the Chairman;

1.3 Non-Members will not be allowed to move or second motions at the Committee;

1.4 Non-Members of the Committee are subject to the same terms of confidentiality as set out in the code of conduct;

1.5 All Members of the Committee will be forwarded with a copy of the agenda either electronically or by post with 3 clear days' notice;

1.6 The Members of the Committee will be elected by the Town Council.

2.General Terms:

2.1 LGA 1972 sections 101 and 102 apply to the conduct of proceedings;

2.2 The Standing orders and financial standing orders of the Council will always apply in the conduct of business by the committee;

2.3 The committee will meet for a minimum of four times each municipal year with other meetings called as necessary by the Chairman.

3 Responsibilities and Duties;

3.1 To provide guidance to the full Town Council on overall levels of income and expenditure;

3.2 To provide guidance to the Town Council on the annual draft budget;

3.3 To consider and recommend to the Town Council the draft precept;

3.4 To monitor on a regular basis all income and expenditure;

3.5 To consider the reserves held by the Town Council with their investment;

- 3.6 To consider and recommend any contract for work or works;
- 3.7 To keep in place the procurement and tender procedures;
- 3.8 To review and update financial standing orders;
- 3.9 To maintain and review the Town Council Asset Register;
- 3.10 To review the insurance policies of the Town Council with updating as necessary;
- 3.11 To monitor and advise the Town Council always of any probity issues and maintain good financial practices within the Council;
- 3.12 To ensure always that the recommendation of the External Auditor is complied with, with reporting such matters to the Town Council;
- 3.13 To receive the audit letter, from the External Auditor, with conducting a meeting to discuss the letter, with making recommendations to the Town Council;
- 3.14 To monitor any financial risk, with reporting any relevant issues to the Town Council;
- 3.15 To oversee the management of all the council's property and assets.

RESOLVED to RECOMMEND these arrangements to the full Town Council for endorsement and action.

6. WAO Report

It was advised that the Welsh Audit Office will change how Town and Community Councils are run. The WAO document sets out the financial duty of the Town Council. CTC need to ensure that certain issues such as Standing Orders and Wellbeing are addressed as part of the 2018/19 audit. CTC Standing Orders must be brought up to date. CTC Committees must have formal terms of reference and delegated powers.

RESOLVED to RECOMMEND that the Town Clerk update CTC Standing Orders;

RESOLVED to RECOMMEND that the Town Clerk together with the Staff Committee / Finance Committee formulate '*Terms of Reference and Delegated Powers*' for those Committees as soon as possible to comply with WAO regulations.

7. Internal Audit

The Internal Audit was discussed, and the Town Clerk advised the Committee that Rialtas is coming on the 17th May 2019 to complete 'yearend' on Rialtas and help produce the relevant reports for the annual audit.

Sharon Jones from JDHBS is with the Town Clerk on 24th May to do the internal audit.

8. Mayoral / Councillors Allowances & IPRCTCW Recommendations

CTC give the Mayor £2,100 Mayoral Allowance. The Town Clerk advised that this can be given in a cheque at any point of the Mayoral year, but it would seem sensible to give it at the beginning of the Mayoral year. It does not have to go through HMRC. It is NOT RECEIPT driven. It is the Mayors allowance for Civic and Ceremonial duties i.e. buying raffle tickets, giving presents etc and it can be spent on clothing for the role of Mayor.

The Independent Remuneration Panel for Wales Recommendations were debated:

Determination 40 set out in paragraph 13.13 states that the sum of £150.00 must be made available to each Members of the Town Council as a contribution to costs and expenses. Therefore, any Member who wishes to claim such sum will be paid by cheque and it shall not be processed through payroll to be taxed and will reflect the costs and expenses in carrying out their role. CTC Budget for the period ending 31 March 2019, should include a sum of 17 times the £150.00, less any sum which a Member has informed the Town Clerk that they will not be claiming. However, HMRC state that any payments received by a Town Councillor from IPRCTCW is taxable and will need to go through payroll.

Determination 46 sets out in paragraph 13.16 states that the sum of £500.00 must be made available to a minimum of 1 and a maximum of 5 Members in recognition of specific responsibilities. This is in addition to the £150.00, but this may be determined as income so should go through the payroll. However, if Members are non-tax payers then the amount should be paid in full.

It is clear that if a Member, for example is a Member of Conwy CBC and does not hold an Executive Role, then that Member can claim both the £150.00, with the additional £500.00 (if they hold the post of a Committee Chair). However, the document issued by the Welsh Remuneration Panel sets out that if a Member of a Town Council holds an Executive Role on another body such as, CCBC they can only claim travel and subsistence expenses and cannot claim either the £150.00 or £500.00

Determination 53 set out in paragraph 13.21 states that the sum of £500.00 be made available to the Deputy Mayor to undertake the functions of office. This is in addition to the £150.00 and the £500.00 if they are Chair of a Senior Committee.

Determination 52 set out in paragraph 13.21 states that the maximum sum of £1,500.00 be made available to the Civic Head / Mayor to undertake the functions of office. This is in addition to the £150.00 and the £500.00 if they are Chair of a Senior Committee.

RESOLVED to RECOMMEND that the Town Clerk write to HMRC and request an exemption of tax from Town Councillors IPRCTCW allowances.

RESOLVED to RECOMMEND that Conwy Town Council make available under Determination 40 - £150.00 to the Members. If a Member wishes not to take the £150.00 they have a duty to inform the Town Clerk in writing.

RESOLVED to RECOMMEND that Conwy Town Council make available under Determination 46 - £500.00 to the Chair of the Staff Committee / Finance Committee / Civic Committee. This is in addition to the £150.00

RESOLVED to RECOMMEND that Conwy Town Council make available under Determination 53 - £500.00 to the Deputy Mayor. This is in addition to the £150.00

RESOLVED to RECOMMEND that Conwy Town Council make available under Determination 52 - a maximum of £1,500.00 to the Mayor. This is in addition to the £150.00

9. Process and Procedures for CTC Grants

S137 LGA 1972 was discussed and it was advised that if a grant of over £2,000 is given out under s137 it is mandatory that the Town Council ask for receipts and accounts for those persons that have requested the monies. It was advised that the CTC Grant application be looked at in more detail to ensure that the Grant Application Form have the relevant information necessary to those persons/ community clubs – organisations that are applying for grant. It was suggested that CTC have a 3 tier Grant Application system.

There being no further business, the meeting was closed at 19:00pm