
Minutes of Finance Committee meeting held on Monday 16th November 2020 at 7pm using the Zoom on-line facility commencing at 7pm.

Present:

Cllr Geoff Hainsworth, Cllr Debbie Brown, Cllr Paul French and Cllr Guy James.

Finance Officer: Mrs D McBride

Chairman, Cllr Hainsworth welcomed everyone to the meeting.

11.00.20F Democratic 15 minutes Public Time

There were no members of public present.

11.01.20F Apologies for absence

There were no apologies.

**11.02.20F Declaration of interests:
Disclosable Pecuniary Interests**

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate, whether or not the interest is entered in the register of member's interests maintained by the Monitoring Officer.

There were no interests declared but caution advised regarding the Neighbourhood Plan discussion.

11.03.20F To confirm Minutes of the Finance Committee Meeting held on Monday 28th September 2020

The Minutes from the Finance Committee meeting held on Monday 28th September 2020 were approved and signed.

11.04.20F Matters arising from the Minutes

- DM confirmed she has spoken with Vicky Turner regarding the Place Plan projects which need updating as well as the outstanding matter of our request for CIL Local money towards the Love Lane Play Area.

11.05.20F To review the 2020/21 accounts year-to-date

- Receipts and Payments were reviewed; year-to-date against budget and the year-end forecast. All outstanding Playing Field fees have now been paid. Forecast figures for Grants and Donations received have been updated following receipt of capital grants and Food Bank donations. Salaries forecast has been increased to cover the current trend. Office Equipment increased to cover new laptops, Chromebooks and desktop computer. Street light upgrades are still incomplete with two concrete columns needing to be removed. Safety concerns were raised about these columns as wires are visible. There has been some issues with the electrical connections but this project needs to be pushed on to completion as it has been dragging on for almost 12 months. The Cleobury Economy forecast has been reduced as projects for Tourism, producing a Health Card and a new bus shelter will unlikely go ahead this financial year. The Committee approved the Receipts and Payments as presented and this was duly signed by the Chairman.
- The Bank Reconciliation was reviewed and signed.
- Ear-marked reserves were reviewed in detail. Due to Covid restrictions some projects and events did not go ahead this year so there are healthy funds in some headings which will be held over until next year and therefore will not need to be precepted for again. The Finance Committee are aware of the Council's continuing efforts to support the local community during current times and will work hard to ensure that projects and events can go ahead when it is safe as well as supporting community groups.
- Petty Cash was reviewed and confirmed as being correct. Going forward the Food Bank Petty Cash will also be reviewed at Finance Committee meetings. DB will make this available to DM on google docs.

11.06.20F To consider updating accounting system due to levels of Receipts and Payments.

DM informed the Committee that we need to consider updating the accounting system to an Income and Expenditure basis due to levels of Receipts and Payments exceeding £200,000 last year and this year (required under Accounts and Audit Regulations). The Committee agreed to obtain quotes as Council is growing and it is best to plan ahead.

Initials...GH...

11.07.20F To review progress of Projects and grant funding received.

The Committee went through the Projects List. Updated copy of Projects List attached with these Minutes.

Town Council projects

DM is still chasing for a positive outcome to our request for CIL Local funding towards the Love Lane Play Area refurbishment project. We feel we followed the correct procedure for the CIL applications and should not be penalised due to the fact the Expression of Interest was overlooked by Shropshire Council. There is another meeting of the Internal Infrastructure Group in December to review EOI's. DM will also write to Cllr Gwilym Butler and Ian Kilby to make the point that Shropshire Council should rectify the issue.

GH will check the issue reported earlier regarding the concrete street lights so that the Clerk can push the contractors to get this finished.

DM attended a site meeting last week with representatives from Police and Highways. It is proposed to seek double yellow lines around the Primary School entrance and ideally look to install a zebra crossing near the crossroads. It was agreed that more monitoring and enforcement action is required to help change behaviour and encourage people to leave their cars at home or park further away from the school.

The new project to remove the fence on the north-west end of the Playing Field and create a path through to the QEII Park was discussed. A specification for the project is required so the work can be properly tendered for. The Clerk is obtaining a quotation which will be used to design the specification for the project. GJ reported that the Neighbourhood Plan group were trying to get a consultant who Shropshire Council would accept for the Tenbury Road junction survey. DM suggested WSP as they are SC's highway consultants and are undertaking all the Highways Feasibility Studies for the CIL projects around the county.

Shropshire Council projects

The outstanding road improvements in the Newbridge area were discussed at the site meeting with Police and Highways. There will be improvements to the junction and the 30mph and 40mph zones will be extended. The disabled bays and zebra crossing will be relined on the main road. Double yellow lines at the pinch points on the main road and resurfacing/repainting the Talbot Car Park were all discussed.

There has been no further correspondence from Shropshire Council regarding the Library.

11.08.20F To consider draft budget for 2021/22 and items for Business Plan.

DM will email the first draft out to Committee members and this will be reviewed at a Finance working group meeting next week.

11.09.20F To receive Future Agenda items

There were no new items raised.

11.10.20F To set date of next Finance Committee meeting

The next Finance Committee meeting will be on Monday 23rd November 2020 at 7pm by Zoom.

Under section 100a (4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12a of the Act by virtue of the paragraph specified against the items.

11.11.20F To review Capital Receipt outcomes

The Committee discussed recent correspondence from one of the partners of 'In The Classroom'. They have not been trading since the Spring due to Covid and have since given up their premises lease. As this group received Capital Receipt funding it was agreed to seek advice from Shropshire Council's external funding business advisor.

11.12.20F To review Consultancy fees and the Neighbourhood Plan budget.

Due to a change in Chairman and more scrutiny of the Neighbourhood Plan, the budget and consultancy fees will need to be reviewed. DM will speak with the new Chair of the NDP group and request that he updates the budget for the NDP and ensures all parties are aware of the finances going forward.

Meeting closed at 8.45pm.

Signed Chairman: G Hainsworth

Date: 18th January 2021