

Draft Minutes of Finance Committee held 20th February 2017

In attendance: Councillors S. Cleaver, M. Harriman, B. Watson, J. Macdonald

Chair: Councillor J. Macdonald

Clerk and Responsible Financial Officer: S Baxter

Absences: Councillors M.J. Edwards, J. Holmes

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1. The Minutes of the meetings held on the 16th and 30th January were agreed as a true record.
 2. Councillor Macdonald advised the meeting that it had been brought to her attention that following the meeting to discuss grant awards a number of groups had received verbal notifications of the discussions prior to the Full Council agreeing them. She reminded that the Finance Committee and other committees make recommendations only to the Full Council, and it is only after the decision has been made or approval given by Full Council that the information should be shared. It was agreed that the Clerk shall send a reminder round to all members to this effect. It was further discussed that there needs to be consideration given to items being scheduled as Part II items where financial decisions are concerned.
 3. Councillor Watson introduced the revisions made to the Grant procedure for Grants over and under £500. A discussion took place and amendments were suggested. A discussion took place about the ongoing funding needs of some of this year's recipients. It was decided that a letter be enclosed with the award letter and cheque, which recipients will have to sign and return. There is also a monitoring form which grant recipients will have to return within a nine-month period to explain how the grant award has been spent. It was agreed that the amended process will be presented to full Council for information and agreement.
 4. Internal Audit. The Clerk updated members on further information received from JDH concerning the fee and timetable for internal audit. An annual review of internal audit procedure is a requirement of external audit. This was discussed and it was agreed that a recommendation shall be made to Full Council to engage the services of JDH to carry out the internal audit for 2016-17.
 5. High Street, Gresford. The Clerk outlined progress to date concerning signage for High Street Gresford but had not yet received confirmation from WCBC on signage. It was agreed that this shall be presented to Full Council for approval once the necessary confirmation is received.
 6. Financial Position Report. The Clerk presented Committee with a Financial Position report to the end of January 2017. This showed income and expenditure, and expected payments to be made through February and March. An updated Financial Report shall be presented to Full Council in April to the end of the Financial year.
 7. A matter was raised by Councillor Harriman concerning the possibility of the Community Council taking over the cutting back of overgrown hedges. A discussion took place. It was agreed that the Clerk shall make some enquiries with WCBC and that the matter shall be tabled for consideration by Full Council.

8. Risk Management document. The Clerk presented a Risk Management document for 2017-18, which outlined risk controls. Some amendments were suggested. It was agreed that this shall be recommended for adoption to Full Council.
9. Grass cutting. The Clerk outlined the possibility of a price rise concerning the present arrangements for grass cutting. This was discussed. It was agreed that should a price rise occur then General Amenities Committee shall be notified and the tender process may have to then be utilised to take this matter forward.
10. Appraisal procedure. The new Appraisal procedure was presented and considered. Some amendments to the process were agreed. It was agreed that the process shall be recommended to Full Council for adoption.
11. Date of the next meeting. It was agreed that the next meeting shall be held in April 2017 and the Clerk will notify of the date, time and venue.