

**Kidderminster Town Council
Finance & Overview Committee**

Wednesday 4th September 2019 at 6.00pm in the
Mayor's Parlour, Town Hall, Vicar Street, Kidderminster

To Councillors N. Knowles (Chairman), H. Dyke, K. Gale, F. Oborski MBE, and J. Smith

You are hereby summoned to attend the meeting of **Finance & Overview Committee**, to be held on **4th September 2019 at 6.00pm in the Mayor's Parlour**, Town Hall, Vicar Street, Kidderminster for the transaction of the business detailed below:



Tony Beirne
Town Clerk

AGENDA

Public		
item	subject	page
1.	Apologies	
2.	Minutes of the Meeting Held on Wednesday 3 rd July 2019 (attached)	3
3.	Declarations of Interest	
4.	Finance Budget Overview 2018/19 actual spend to date (attached)	5
5.	The Localism Agenda & WFDC (Town Clerk to update)	
6.	Town Council Fact Sheet (attached)	9
7.	Exclusion of the Press and Public To consider passing the following resolution: "That, under Section 100 of the Local Government Act 1972 and in accordance with Standing Order 3(b), the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of "confidential information" or "exempt information" as defined in the standing orders."	
8.	Town Clerk's Absence (attached)	13
9.	Nettl – update on logo project (Town Clerk to report)	

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KIDDERMINSTER TOWN COUNCIL
MINUTES OF THE FINANCE & OVERVIEW COMMITTEE
Held in the Mayor's Parlour, Kidderminster Town Hall, Kidderminster
On Wednesday 3rd July 2019 at 6.00pm

Present: Councillors H. Dyke, N. Knowles, F. Oborski MBE, and D. Ross (deputising for Councillor J. Smith),

F.111 Appointment of Chairman for the meeting

It was proposed seconded and

RESOLVED:- that Councillor N. Knowles be appointed Chairman for the Civic Year 2019/20

F.112 Apologies

Councillors K. Gale and J. Smith

(Councillor D. Ross deputised for Councillor J. Smith)

F.113 Minutes of the Meeting held on 20th March 2019

RESOLVED:- that the Minutes of the meeting held 20th March 2019 be agreed as a correct record

F.114 Declarations of Interests by Members

Councillor	Declaration	Minute	Application
H. Dyke, F. Oborski MBE	NDI	F.117	Localism Agenda

F.115 Finance Budget Overview 2018/19 actual spend to date

The Town Clerk went through the current budget spend. After discussion it was

RESOLVED:- that the Budget Overview be noted

F.116 Internal Audit Report 2018/19

The Committee went through the findings of the Audit Report.

After discussion it was

RESOLVED:- that

- i. the Internal Audit Report be noted
- ii. there are no significant issues arising from the report
- iii. the corporate documents to be produced for next April 2020 be noted

F.117 Localism Agenda

The Town Clerk reminded the Committee that there was to be a seminar with WFDC and the other town councils to discuss future options on service delivery. He said that, arising from that meeting, a report would be produced for Councillors to discuss

RESOLVED:- that the update be noted

F.118 Exclusion of the Press and Public

RESOLVED:- that, under Section 100 of the Local Government Act 1972 and in accordance with Standing Order 3(b), the press and public be excluded from the meeting during the consideration of the following items of business on the grounds that they involve the disclosure of categories 1, 2 and 3 of "exempt information" as defined in the appendix to the standing orders.

F.119 Grant Applications

- i. **Kidderminster Valentines**

RESOLVED:- that an award of £450 be given to Kidderminster Valentines.

- ii. **Kidderminster CAB**

RESOLVED:- that an award of £2,000 be given to the Kidderminster CAB

F.120

Service Level Agreements

The Committee considered the 5 year service level agreement proposals for Finance; ICT; Legal; Facilities; and Communications to be supplied by WFDC. The only issue of significance for the future will be upgrading smartphones. However these costs should not significantly impact the budget

RESOLVED:- that the costs detailed in the SLA's be approved and recommended to Council for formal agreement

The meeting ended at 6.40pm

Chairman

Date

KIDDERMINSTER TOWN COUNCIL	2019/20 Original Budget	2019/20 Actual to 14/08/19	2019/20 Variance Budget to Actual
	£	£	£
COMMITTEE			
1. COUNCIL	(582,230)	(310,338)	(271,892)
2. FINANCE	65,680	31,914	33,766
3. STAFFING & CIVIC	139,480	36,359	103,121
4. EVENTS & SERVICES	121,910	42,701	79,209
5. TOWN HALL DEVELOPMENT	69,490	2,865	66,625
6. TOWN HALL MANAGEMENT	192,030	46,123	145,907
TOTAL NET EXPENDITURE/(INCOME)	6,360	(150,376)	156,736
WORKING BALANCE PROJECTION			
Balance at 1st April	(249,427)	(315,282)	
Less: Deficit/(Surplus) on Year	6,360	(150,376)	
(Surplus) Working Balance at 31st March	(243,067)	(465,659)	

KIDDERMINSTER TOWN COUNCIL	2019/20 Original Budget	2019/20 Actual to 14/08/19	2019/20 Variance Budget to Actual
	£	£	£
1. COUNCIL			
<u>EXPENDITURE</u>			
Contribution to future Election costs	15,000		0
Contribution to future Election costs (b/f from 17/18 & 18/19)	23,450		0
GROSS EXPENDITURE	38,450	0	0
<u>INCOME</u>			
Precepts	(620,680)	(310,338)	310,338
GROSS INCOME	(620,680)	(310,338)	310,338
TOTAL NET EXPENDITURE / (INCOME)	(582,230)	(310,338)	310,338

KIDDERMINSTER TOWN COUNCIL	2019/20 Original Budget	2019/20 Actual to 14/08/19	2019/20 Variance Budget to Actual
	£	£	£
2. FINANCE			
<u>EXPENDITURE</u>			
SUPPLIES AND SERVICES			
General Office Expenses	5,000	1,015	3,985
Audit Fees	1,300		1,300
Telephones	0	43	(43)
Professional Subscriptions	3,000	2,887	113
Insurances	8,000	6,898	1,102
Discretionary Grants	5,000	2,550	2,450
Ward Grants	9,000	950	8,050
SUPPORT SERVICES			
WFDC Finance support	20,000	10,000	10,000
WFDC ICT	9,000	4,881	4,119
WFDC Legal	5,380	2,690	2,690
TOTAL NET EXPENDITURE / (INCOME)	65,680	31,914	33,766

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Finance & Overview Committee

Wednesday 4th September 2019

Fact Sheet – Aide Memoire

1. Purpose

This report comes at the suggestion of the Chairman who has raised the issue of the Town Council producing a fact sheet for all Town Councillors to help give a brief overview of the business

2. Background

Attached to this report is an outline 'fact sheet' for the 2019/20 budget.

3. Detail

The Committee are asked to give their support to the fact sheet and to identify any additional information they would like included

4. Budget

There are no budget implications arising from this report.

5. Risk

There are no strategic risks arising from this report

6. Recommendation

The Committee are asked to agree to the production of the fact sheet; and to identify any additional information they would like included

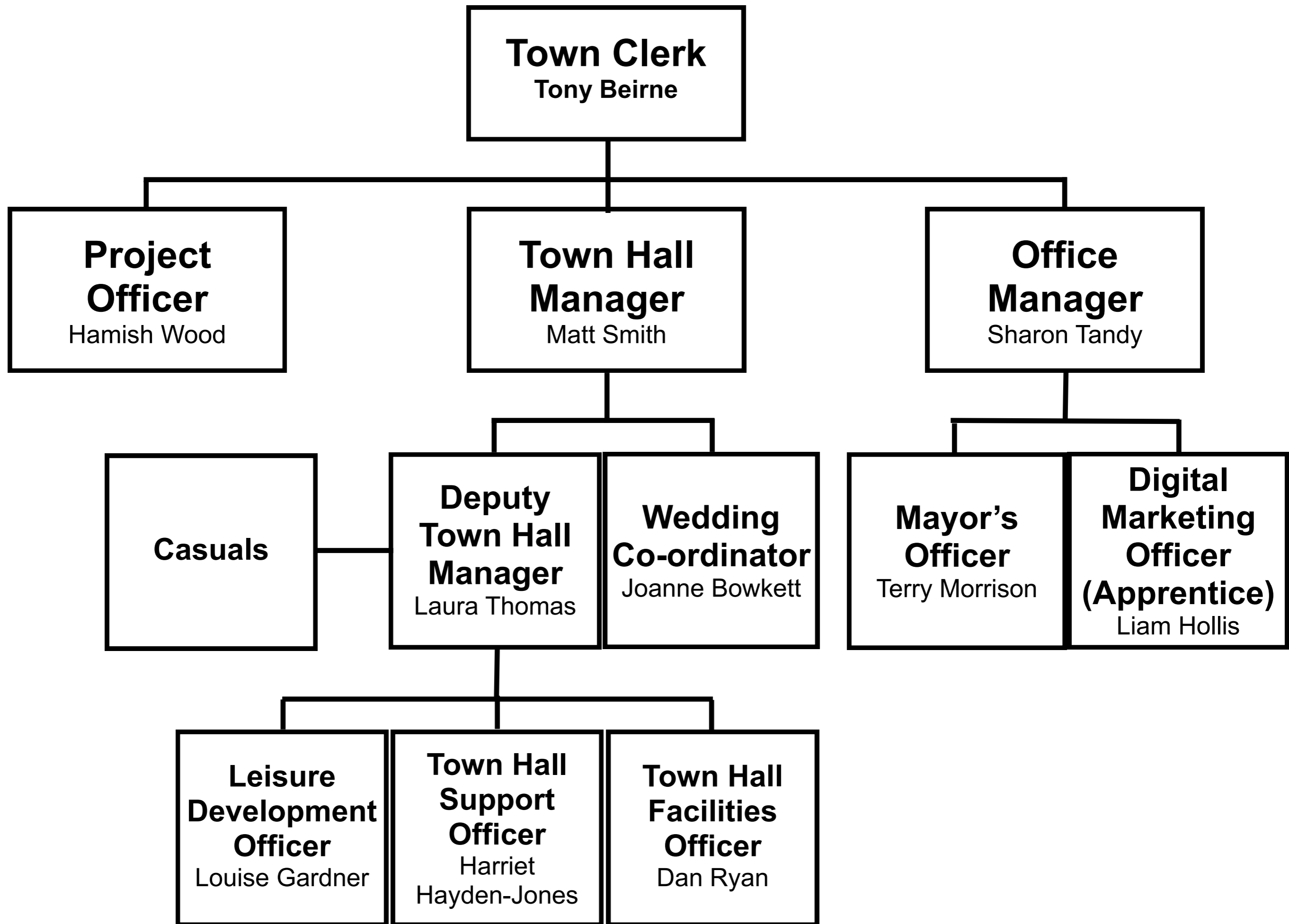
Finance & Overview Committee
Wednesday 4th September 2019

Member Fact Sheet

	item	£	Comment
1.	Town Council Budget	582,230	
2.	Staff salaries (gross)	227,140	
3.	Pensions contributions	29,950	
4.	N.I. Contributions	17,910	
5.	Town Clerk's pay	41,423	
6.	Income from WFDC	122,530	For Town Hall only
7.	Payments to WFDC	78,640	For services inc finance, IT, legal, and facilities management
8.	Town Hall works programme	68,840	
9.	CALC membership	2,574	Advice, support and representation
10.	Grants budgets	5,000 9,000 5,000	Corporate Ward Grants KAFF
11.	Town Council Reserves	315,282	As at 31/3/2019

Kidderminster Town Council - tax bands

	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£	£	£	£	£	£	£	£
Kidderminster Town Council	24.00	28.00	32.00	36.00	44.00	52.00	60.00	72.00



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Finance Committee 4th September 2019

Office Cover – October to November 2019

1. Purpose

The purpose of this report is to agree the temporary arrangements and delegations needed during the Town Clerk’s planned absence from Friday 4th October 2019 to 19th November 2019.

2. Background

The Town Clerk’s surgery for his knee replacement is now programmed for Friday 4th October 2019. The current medical advice is that recovery is six weeks and during recovery he is not permitted to drive. This means he will be physically absent from the office. Specifically he will be unavailable w/c 7th October 2019 but will be able to work from home w/c 14th October 2019 until his proposed return to the office on Tuesday 19th November 2019

3. Proposals

a. Committees

- i. During this period it is recommended that the following two Committee meetings are postponed
 - KEF on 15th October 2019
 - Town Hall Committee on 24th October 2019
- ii. That the following meeting is rearranged
 - Staffing Committee on 13th November 2019 to 27th November 2019
- iii. The Office Manager has volunteered to attend the Planning Committee on 29th October 2019 as the Town Clerk will be able to prepare and distribute the agenda from home

b. Civic Events

- iv. Remembrance Sunday – The Office Manager has volunteered to cover the administration of the event and Mr Terry Morrison has volunteered to deputise for the Town Clerk in the parade.

c. Delegations

- v. It is also proposed that the Town Clerk’s delegations are assigned to the Office Manager during his absence. Specifically this will allow invoices to be sorted and paid and any staffing issues to be managed directly. The Town Hall Manager retains delegations for the management of all issues related to the Town Hall.

4. Town Clerk Work Programme

Listed below is the Town Clerk’s work programme. The critical issue during the proposed absence is the planning of the 2020/21 budget. However work is already ongoing on this work and the details will be presented to Town Council in both December 2019 and January 2020 for agreement so this work can be managed.

	Item	Detail	timescale	responsible	status
Strategic					
1.	Vision	Facilitate 3 year business plan for Town Council Review Business Plan	Post-election 2020	TC & Council	✓

2.	Financial Planning	Work with Councillors to deliver a balanced budget for 2020/21	Nov 19 - Jan 20	TC & Council	✓
3.	Risk Assessment	Ensure a robust risk assessment policy is in place	April 2019	TC	✓
4.	Asset Management	Ensure all assets are identified, insured, have a monitoring or work programme in place Review	April 2019	TC & Services, Town Hall and F&O Cttee	✓
5.	Corporate Governance	appropriate policies are in place to ensure Town Council fulfils its obligations (review annually) <ul style="list-style-type: none"> • Complaints • Standing Orders • Asset Register 	April 2019	TC & Council	✓
6.	Treasury Management Strategy	Implement TM Strategy Review Strategy	March 2018 April 2019		✓
7.	Fin Regs/ Standing Orders/Complaints	Ensure an up to date policies and procedures are in place Review Annually	Annual/ April 2019	TC	✓
8.	Code of Conduct	Ensure Code of conduct is up to date and available to councillors Review Annually	April 2019	TC	✓
Administration					
9.	Committees	Prepare agendas, reports & minutes for all committees and working groups	ongoing		✓
10.	Mayor	Ensure Mayor has the appropriate support	May/November	TC	✓
11.	Web Site/I.T.	Ensure website is up to date Upgrade commissioned and completed Town Hall IT	April 2018 April 2019 April 2019/20	TC	✓
12.	GDPR	Delivery and development of policies Review	July 2018 April 2019		✓
Staff Management					
13.	Appraisals	Carry out annual & six monthly follow up appraisals	October/ April	TC	✓
14.	Manage staff on a day to day basis	Clear work priorities and work programmes	Weekly	TC	✓

15.	Staffing Policies	Ensure all relevant staffing policies are in place Review annually	Dec 2018 June 2019	Staffing	✓
Financial Management					
16.	Budget	Monitor expenditure and income to ensure proper management of Town Council's finances	Every Council meeting	TC & Council	✓
17.	Insurance	Ensure policy is up to date and all inclusive Reviewed with Zurich Annually	May 2016 April 2019	TC & F&O Cttee	✓
Facilities Management					
18.	Town Hall	To oversee the management of the Town Hall staff and services	Monthly April /March 20	TC & TH Cttee	✓
19.	Town Hall	To oversee the long term development of the Town Hall	Monthly April /March 20	TC & TH Cttee	✓
20.	Town Hall	To oversee the integration of the Town Hall staff and services to the Town Council	Monthly April /March 20	Staffing Cttee	✓
21.	Town Hall	Development of dementia friendly Town Hall	Nov 2019	TC	✓
22.	Assets	Ensure Assets are monitored and protected (insurance)	April 2019	TC	✓
Audit					
23.	Internal Auditor	Audit Action Plan	Sept 2019	TC	✓
24.	External Auditor	Returns Completed on time	June 2018	TC	✓
Grants					
25.	Overview/Policy	Update Reviewed Annually	March 2019 Jan 2020	Council TC	✓
26.	Allocate Grants	F&O Cttee Members	2019/20	F&O Cttee	✓
27.	KEF	Oversee the administration of the Trust	Quarterly	TC	✓
Civic					
28.	Civic Events	Oversee organisation of and delivery of Civic calendar	March/April	TC	✓
29.	Civic Services	Attend Civic Service, Remembrance Service, Carol Service (Now Events Committee)	As per calendar	TC	✓

30.	Twinning	Oversee the 4 year Twinning Programme Attend Husum Twinning Visit 2019	Jan 2019 May 2019	TC	✓
Contracts					
31.	SLA's	To oversee the management of the SLA agreements with WFDC (public services) <ul style="list-style-type: none"> i. Market Street Toilets ii. St Marys Churchyard and adjacent land iii. Floral displays iv. Allotments Maintenance v. Street Furniture vi. Bus Shelters 	Bi-monthly April 2019	TC Council	✓
32.	SLA's	To oversee the management of the SLA agreements with WFDC (support services) <ul style="list-style-type: none"> i. ICT ii. Finance iii. HR/Legal/Comms 	Bi-monthly April 2019	TC Council	✓
Services					
33.	KDAA	Act as lead officer for the district partnership	Monthly	TC/Councillor Bishop	✓
34.	Lengthsman	Coordinate work programme and payments	April 2019	TC/Services	✓

5. Risks

The purpose of this report is to reassure the Committee that the business of the Town Council can be delivered during the Town Clerk's absence. The significant risk is a change of dates by the NHS or the length of recovery. Should any of these issues arise the Town Clerk will report directly back to Committee.

6. Financial Implications

There are no strategic financial implications arising from this report

7. Recommendations

The Committee are asked to agree the proposals identified in section 3 of this report and that the Town Clerk write to all Councillors and staff to inform them of the plan