

**MINUTES of a MEETING
of the
FINANCE AND ECONOMIC
DEVELOPMENT COMMITTEE
held in the
Council Chamber, Buckley
on
Tuesday 23rd October 2018**

PRESENT

Councillor J F Thornton – in the Chair

Cllr V E Blondak

Cllr C A Ellis

Cllr I D Howes

Cllr E J Hutchinson

Cllr J S Jones

Cllr R B Jones

Cllr M J Peers

Cllr I Peters

Cllr N Phillips

Cllr C M Preece

Cllr P G Shone

Cllr A G Williams

Cllr A Woolley

IN ATTENDANCE

Mr M B Wright – Town Clerk & Financial Officer

Mrs T J Reece – Personal Assistant

17295- APOLOGIES

Apologies for absence and reasons were received and approved from Councillors D Ellis (prior meeting), H D Hutchinson (illness), W A Lewis (family commitments), S Peers (work commitments), E L Preece (work commitments) and M P Teire (illness).

17296- DECLARATIONS OF INTEREST

No Declarations of Interest were made in relation to this Agenda. It was –

Resolved – that no Declarations of Interest were noted.

17297- MINUTES

Resolved - that the Minutes of the Meeting of the Finance and Economic Development Committee held on 25th September 2018, as now submitted, be signed by the Committee Chair.

**17298- MINUTES OF A MEETING OF THE FINANCE SUB-COMMITTEE
(BURSARY AWARD PANEL) HELD ON 11th OCTOBER 2018**

The minutes of the Finance Sub-Committee (Bursary Award Panel) were approved as a correct record by those Members who had attended the above meeting and acknowledging that the Sub-Committee had delegated powers to act, it was -

Resolved – that the minutes of the Finance Sub-Committee (Bursary Award Panel) be received and noted.

17299-ACCOUNTS FOR PAYMENT

Resolved - (i) that the accounts numbered 11490-11525 (inclusive as detailed in the Schedule of Accounts Number 492 dated 23rd October 2018 [a copy of which had been distributed to all Members] and amounting in total to the sum of £40,212.34) be approved for payment and the Town Clerk be authorised to make the necessary arrangements to ensure that the payments were properly actioned through the Council's Bank Current Account in accordance with the Council's Internal Financial Controls.

(ii) that the expenditure be authorised in accordance with powers contained within the relevant local government acts and as identified and described within Appendix 1 of the NALC advice 'Governance and Accountability in Local Councils in England and Wales, a Practitioners' Guide' as revised and amended.

17300- BANK RECONCILIATIONS

The Committee received the monthly Bank Reconciliation as at 30th September 2018. It was –

Resolved – that the Bank Reconciliation as at 30th September 2018 be received, noted and approved.

17301- PETTY CASH EXPENDITURE

The Committee received the Petty Cash Account as at 30th September 2018. It was -

Resolved – that the Petty Cash Account Spreadsheet as at 30th September 2018 be received, noted and approved.

17302- LOCAL COUNCILS IN WALES ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH 2018

The Committee received a report from the Clerk, which advised that as the Annual Return had still not yet been returned by BDO LLP, a Notice of Publication had therefore been placed on the Council's notice board indicating that the accounts were as yet not audited, together with a copy of the financial figures contained within the Annual Return. It was –

Resolved – that the Clerk's report be received and noted.

17303- BUDGETS TO ACTUALS WITH PROJECTIONS 2018/19

The Committee was advised that due to time constraints the analysis of Budgets to Actuals with Projections for 2018/19 as at 30th September 2018 had not yet been completed. The Clerk advised the Committee that the figures and analysis for the period

up to 31st October 2018 would be provided at the November meeting of this Committee.
It was –

Resolved – that the Clerk’s report be received, noted and approved.

17304- INDEPENDENT REMUNERATION PANEL FOR WALES DRAFT ANNUAL REPORT – FEBRUARY 2019

The Committee received and considered the Draft Annual Report of the Independent Remuneration Panel for Wales for February 2019. The Committee was provided with the relevant pages from the report dealing with remuneration for Town/Community Councillors. The Committee was also reminded that the Council had resolved that all Members had been invited to sign a Declaration that they would not be claiming monies listed in the Determinations except in respect of the Mayor and Deputy Mayor allowances and travelling expenses. All Members had signed the Declaration and the Independent Remuneration Panel had been advised on 28th November 2017 of the decision. An email was forwarded to the Panel on 6th April 2018 with a copy of one of the Declarations provided. The Panel was also advised that the Declarations applied to both 2017/18 and 2018/19. It was –

Resolved – that the report and enclosures be received and noted. It was also resolved that it be noted that the Declarations signed related to 2017/18 and 2018/19.

17305- TOWN COUNCIL COMPUTER HARDWARE AND SUPPORT PLAN

The Committee received and considered a report from the Clerk which advised that he had requested a site survey to be conducted with regard to the computer hardware and software currently in operation with regard to the Council’s administration operations.

The Clerk advised Members that the current computer system which was installed approximately six years ago was now considered obsolescent and needed replacing. One of the problems encountered in the survey was that the computers are not compatible with the new Windows programmes. The survey also raised the issue that the current system did not have its own server and relied on one computer being the central data retention location. This meant that should that computer fail all documents in the office would be lost and this would also affect the other computers which accessed those documents. The Clerk advised the Committee that a number of options had been provided by JK Computer and Website Services who were the current website support company and the original creators of the Council’s new website. The Clerk advised that option 2, which would cost approximately £7,100.00 (hardware costs £4,900.00 and annual support costs approximately £2,200.00) would be the most feasibly appropriate scheme to approve. The Clerk, however, advised the Committee that there was insufficient Budgetary provision for the work, with the current Budgetary provision being £1,119.00. The Clerk, therefore, suggested that the Committee either approve the proposed upgrade and take the required monies from Reserves or to place the likely overspend into the Draft Budget for 2019/20. The Committee were advised that should it decide on the Draft Budget option it needed to be aware that the potential loss of data would be present for a further minimum of five months.

During the ensuing debate all Members who spoke supported the proposal to do the upgrade as soon as possible, suggestions were made that touch screens should be considered along with offsite data storage facilities and a sixteen port switch. It was therefore –

Resolved – that the sum of £7,100.00 for the upgrade to the computer hardware system and support for the software be approved with the Clerk to investigate the potential for touch screens, offsite data storage facilities and a sixteen port switch.

CHAIR