

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held Tuesday, 10 September 2024

MINUTES

PRESENT Councillors; Butterick, Guilfoyle and McNicholas

Clerk: Emma Green – Acting Town Clerk.

Minutes: Rebekah Cox – Administrator

158. **ELECTION OF CHAIR OF THE STRATEGY & REVIEW COMMITTEE 24-25**

It was moved by Cllr Guilfoyle

Seconded by Cllr McNicholas and

RESOLVED: unanimously that Cllr Butterick be Chair of the Strategy & Review Committee for the council year 2024/25.

159. **ELECTION OF DEPUTY CHAIR OF THE STRATEGY & REVIEW COMMITTEE 24-25**

It was moved by Cllr Butterick

Seconded by Cllr McNicholas and

RESOLVED: unanimously that Cllr Guilfoyle be Deputy Chair of the Strategy & Review Committee for the council year 2024/25.

160. **To receive apologies for absence and any substitutions.**

Apologies were received from Cllrs Hayes and Woodhead

161. **To receive members' interests relating to agenda items for this meeting.**

None declared at this meeting.

162. **MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 8 MAY 2024**

The Acting Clerk reported that both Acting Clerk and Picture House Manager had attended the counter terrorism training course.

The Acting Clerk reported that sourcing a new accounts system had been put on hold but would need exploring again in the future with assistance from the new Financial Administrator.

It was confirmed that the HR Training would be taking place on Thursday, 12 September 2.30pm – 5pm (for PH and HRTC officer's). 5.30pm – 8pm (for Councillors). The training events would be taking place in the Terrace Room

It was moved by Cllr Butterick

Seconded by Cllr Guilfoyle and

RESOLVED: to note the information.

163. **TERMS OF REFERENCE**

Draft Terms of Reference were presented for consideration.

It was moved by Cllr Butterick

Seconded by Cllr Guilfoyle and

RESOLVED: To adopt the Terms of Reference, though these will be subject to review at each meeting to ensure their suitability. In addition that Cllr Butterick would invite Cllr Hedges and Cllr Morse to be members of Strategy & Review as Deputy Chairs of Committees.

164.

FINANCIAL REGS

NALC have recently published new Model Financial Regulations. The Acting Clerk went through the Financial Regulations with committee members. Sections in bold are statutory and cannot be changed, but the sections in parts in light print can be amended to reflect the practice of the Town Council.

It was moved by Cllr Butterick

Seconded by Cllr McNicholas and

RESOLVED: that Acting Clerk to make following amendments and re-circulate to members for comments.

- Separation of duties - Finance Administrator to prepare invoices and Acting Clerk to pay.
- 5.6 – Contracts over £60k 3 tenders or advertise for tenders (should be same as 5.7)
- 5.15 - Chair should read Mayor.
- Purchase order required for every item (remove figure).
- Dual authorisation. Processed by Clerk and Authorised by signatory. Acting Deputy Clerk to be a signatory. Due diligence check once a month by Cllr Guilfoyle or nominated financial checkers.
- 6.9 - authorising payment in an emergency – payments up to £2.5k (to change). Emergency payments up to £5k.
- 7.1 - No signature should make payment to themselves except the Acting Clerk and Acting Deputy Clerk in case of salary and expenses.
- Existing signatories Cllrs Hedges, Howes, Boden, Bampton Smith and Boggis. To be refreshed. Signatories to be able to access bank accounts. 5 chairs of committees to be signatories.
- 2 x Cllrs to check invoices prior to payment. To be done on rota basis.
- Cheque payments to be taken out.
- 11.7 take out.
- Petty Cash will arrange appropriate process with the Financial Administrator.

The Picture House Technical and Facilities Manager has request to open trade accounts with 2 suppliers.

It was moved by Cllr Butterick

by Cllr McNicholas and

RESOLVED: That a trade account can be opened for the Picture House in the name of the Acting Clerk with a card available for the Technical and Facilities Manager with a limit of £200 per transaction. Any purchases over this figure would need to be approved by Picture House Manager or Acting Clerk.

165.

RESERVES & INVESTMENTS

The audit highlighted the requirement for the Town Council to have a Reserves and Investments Policy.

A draft policy was circulated for consideration.

It was moved by Cllr Guilfoyle

Seconded by Cllr Butterick and

RESOLVED: that councillors consider the policy with amendments and comments to be brought back to the next meeting of this committee.

166.

CURRENT BUDGET

The current budget was considered in particular with respect to the salaries budget. Whilst the Staffing Committee have agreed additional staffing costs which have been essential for business continuity, this leaves a forecasted deficit of £35k in the allocated budget.

It was noted there are reserves and earmarked reserves available, and that one committee should not be required to shoulder the burden.

It was moved by Cllr Butterick

Seconded by Cllr McNicholas and

RESOLVED: that the deficit be cleared by taking an amount of budget from each committee, this will be recommended to Full Council and the final details decided by Strategy & Review.

Meeting finished at 8.27pm.