

## WELLS CITY COUNCIL

### MINUTES OF THE MEETING OF THE FINANCE & COUNCIL MATTERS COMMITTEE HELD ON THURSDAY 16<sup>TH</sup> JUNE 2022 AT 7:00PM IN WELLS TOWN HALL

**PRESENT:** Cllrs: G Folkard, T Pullin (Deputy Mayor & Chair), T Robbins, H Siggs, I Von Mensenkampff, P Welch

**IN ATTENDANCE:** Town Clerk/RFO, S Luck  
WCC Cllr: S Powell  
WCC Staff, S Glendinning  
SCC Cllr T Munt  
0 members of the public

**No attendance:** none

#### **22/37FCM APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**

Cllrs: J Browne, S Cursley (Mayor)

#### **22/38FCM DECLARATIONS OF INTEREST**

To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 26<sup>th</sup> July 2012.  
None received.

#### **22/39FCM MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 10<sup>TH</sup> MARCH 2022:**

The minutes had already been presented at Full Council and were agreed and signed as a true record.

#### **22/40FCM MEETING OPEN TO PUBLIC**

Cllr Powell asked whether the £25,000 funfair donation from Richard Green in the May Financial Report was 'ring fenced'. The Town Clerk confirmed it was 'ring fenced' for the buffet at the Swan Hotel to continue for the next ten years at the request of the donor.

The Fair operators have been asked to attend a meeting in September to review the running of the Charter Fair. Councillors will be invited to attend.

#### **22/41FCM FINANCE**

i The Town Clerk presented the Finance Reports for May 2022.

The internal auditor has introduced some changes. The Monthly Finance Report will now form part of this monthly meeting and will be included in the minutes. The Town Clerk invited questions from members regarding the accounts.

The accounts and all expenses for May 2022 were approved by the Committee.

ii Bike 2 Work Scheme

The Town Clerk gave an outline of this government scheme which had been put in place by the previous council.

A member of WCC staff has requested a loan of £5,800 over 4 years to buy an electric bike. Discussion took place and it was agreed to grant this request.

The scheme will be included on the agenda for next month's meeting to decide how this current council wish to continue with this scheme in the future.

**22/42FCM INTERNAL AUDIT 2021-22**

The Town Clerk talked through the internal audit report which had been circulated prior to the meeting. He highlighted the following:

Exercise of Public Rights Provision – new procedures are in place and have been agreed with the auditor.

Approval of Payments – to provide a stronger audit trail, the wording on the minutes is to change to ‘all expenses for (enter period) were approved by the Council’.

Asset Register – this has been since updated.

Treatment of Insurance Receipt – on receipt of any ‘No Claims Bonus’, this amount must be taken off the annual insurance fee.

Publishing the Annual Internal Audit Report - in future a history of audit reports will be displayed on the new website.

**22/43FCM EXTERNAL AUDIT 2021-22**

The external audit had been circulated prior to the meeting.

It was agreed to present the external audit for approval to Full Council on 30<sup>th</sup> June.

**22/44FCM ARCHIVES & CIVIC ASSETS**

The Annual Report from the retired Archivist, Dr Julia Wood, had been circulated prior to the meeting. No further comments were made.

The Town Clerk confirmed the new Archivist, Veronica Howe, was already in place and he would arrange for her to meet with the Archives & Civic Assets Lead Councillor, H Siggs and Deputy Lead Cllr, I Von Mensenkampff.

Cllr Siggs stated that currently councillors wear a red robe when they have carried out 5 year’s continuous service. Currently there are not enough black robes for all councillors to wear. It was proposed to go to Full Council and ask for a temporary suspension on this rule and allow red robes to be worn by members with the longest overall service.

**22/45FCM UNITARY AND ACQUISITIONS**

The Town Clerk confirmed he was arranging a meeting at the Town Hall for all local parish councils, to which all WCC’s would be invited. More details will follow.

**22/46FCM STAFFING**

Lead Councillor T Robbins gave an update. The Outside Spaces Team remain short staffed due to two with long term illness. One temporary staff member has been recruited and another vacancy has been advertised. Where possible, existing staff are being flexible to cover staff on annual leave at the Portway Annexe and Tourist Information Centre.

**22/47FCM ANY MATTERS OF URGENT REPORT**

None

**22/48FCM DATE OF NEXT MEETING: Thursday 14<sup>th</sup> July 2022, 7pm**

**EXCLUDE THE PRESS AND PUBLIC**

**Note:** It is necessary for matters to be considered in confidence, it was proposed by the Chair that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended to allow a private property report.

Minutes signed by The Chair: ..... Date: .....