



POLICY & RESOURCES REVIEW SUB-COMMITTEE

Minutes of Policy & Resources Review Sub-Committee meeting held on Thursday 16th February at 14.20pm – 15.50pm.

PRESENT

Cllr A. Tomlin (Chair), Cllr A. West (Vice Chair), and Cllr C. Evans

Mrs L. Fearn - Town Clerk/RFO and Mrs S. Hembrough- Office Manager.

APOLOGIES

Cllr B Murray and Cllr S. Frobisher.

DECLARATIONS OF INTEREST

To receive notice of Councillors personal and/or prejudicial interest in today's proceedings as required by Code of Conduct Legislation.

NONE RECEIVED

PUBLIC PARTICIPATION

NONE

MINUTES FOR TUESDAY 24TH JANUARY 2023

The minutes from the Policy and Review Sub-Committee meeting held on 24th January 2023 taken as a true record and signed by the Chair.

RECEIVED

URGENT MATTERS ARISING

Town Clerk/RFO informed the committee the Full Council's recommended amendments to Standing Orders have now been completed. Standing Orders will be on the AGM agenda for adoption.

ACCEPTED

CODE OF CONDUCT

Town Clerk/RFO informed that the Code of Conduct is a legal document and is not amended and should be adopted in its entirety. Only one change since the previous publication which is section 1 (ca).

Discussed briefly Prejudicial Interest, how members need leave the room during a meeting if applicable.

Code of Conduct will be added to March's Full Council agenda.

RESOLVED

Town Clerk/RFO has arranged Code of Conduct training for the councillors for 28th March at 3pm in the Chambers.

Town Clerk/RFO will be investigating other training modules such as Finance & Legal.

PRESTATYN TOWN COUNCIL PUBLICATION SCHEME

Document was discussed and the following amendments proposed.

Class 1 – Who we are and what we do.

- Committees - under review.

Class 2 – What we spend and how we spend it.

- Financial year - add the estimates to website.
- Auditors – add 'internal and external' wording.
- Finalised budget – add budget to website.
- Precept – add Precept form to website.
- Borrowing – add words 'awaiting updated report.'
- Standing Orders – add words 'under review.'
- Financial Regulations – add words 'under review.'
- Grants given split.
- Grants received split.
- Contractors – add words 'under review.'

Class 3 – What our priorities are and how we are doing.

- Plan - add words 'under development.'
- Annual Report - add words 'under development.'
- Local Charter add links to WAG and OVW and WLGA websites.

Class 4 – How we make decisions.

- By-laws add link to DCC website.

Class 5 – Our policies and procedures

- Standing Orders – add words 'under review.'
- Committees – add words 'under review.'
- Delegated Authority – add words 'under review.'
- Code of Conduct - add words 'under review.'
- Policy Statement – add words 'under review.'
- Internal Policies – add words 'under review.'
- Equality and Diversity – add words 'under review.'
- Health and Safety – add words 'under review.'
- Recruitment – add words 'under review.'
- Policies Handling Information – add words 'under review.'
- Complaints – add words. 'Under review.'
- Information Security – add words 'under review.'
- Record Management – add words 'under development.'
- Data Protection – add words 'under review.'

- Schedule of Charges – under review.

Class 6 – Lists and Registers

- Register – add words ‘under review.’
- FA – add words ‘under review.’

Class 7 – The Services we offer.

- Allotments– need to add a list of sites and add link to website.
- Burial – need to add a list of sites and add link to website.
- Community Centre – need to add a list of sites and add link to website.
- Parks – need to add a list of sites and add link to website.
- Seating, Clocks, and lighting – add words ‘under review.’
- Bus Shelters – ‘under review.’
- Litter Bins – add link to DCC website.
- Memorials – add link to DCC website.
- Markets - N/A.
- Public conveniences – add link to DCC website.
- Agency agreements – N/A.
- Summary of services – add words ‘under review.’

Add phone number to the bottom of the document.

All items once reviewed to state available Town Council website or copies from Town Clerk.

Town Clerk/RFO informed that until changes have been made nothing will go on website.

Town Clerk/RFO is investigating developing the website to include separate tabs for each of the community centres and links to their site.

Once amendments have been done Policy will be added to March's Agenda of Full Council.

RESOLVED

FINANCIAL REGULATIONS

Town Clerk shared a copy of the proposed draft Financial Regulations for discussion.

Explained the model Financial Regulations 2018 updated in May 2022 have been provided by One Voice Wales.

Prestatyn Town Council's previous Financial Regulations have been cross checked and highlighted numbers in blue are references.

Yellow highlighted text is specific to Prestatyn Town Council's previous regulations.

Red type needs to be addressed.

Highlighted grey are queries for discussion.

4.4 Should be amended and insert 'Prestatyn Town Council use The Green Book – NJC' which is in all staff contracts and protects both the council and staff. Clwyd for pensions, NJC scales for salaries, statutory maternity pay, etc.

Note: -

This year managed to absorb two years' salary increases due to staffing levels being lower than usual.

Next year high pension contributions due to Prestatyn Town Council's pension value and actuaries. Not been budgeted for as only been informed recently.

Also pay rise due in April which maybe more than predicted due to cost-of-living crisis.

5.2 This procedure has never happened at Prestatyn Town Council so needs to change to reflect the process. Presently 2 people do not sign as authority is not set up. Waiting for Barclays to sort out. Minimum two Councillors approve BACS payment schedule via email.

5.4 A procurement policy is needed.

5.12 Town Clerk/RFO is adopting a new BACS procedure through Barclays NETBAC system. This will allow various levels of authority for staff. Which will meet auditor's requirement. Monthly charge is replacing paper charge for statements which are now done in the office. Add 'Councillors' as duly authorised offices.

Credit Card has yet to be used. Procedure to be written into Financial Regulations along with one for Debit Card usage.

Petty Cash procedure needs to be amended to meet auditing regulations.

11.1 (e) and (g) Proposed to increase the threshold level for having to go out to Tender, as they are a lot of work to do for a small value. Need then to reflect in the threshold to obtain quotes (not estimates).

EU reference needs to be queried with OVW.

Financial Regulations must reflect Prestatyn Town Council's procedures and also support Standing Orders.

Cllr Tomlin proposed everyone to read the draft and invite Cllr Holliday and Cllr Matthews to attend a sub-committee meeting so can discuss this further.

Town Clerk to send an electronic copy to all committee members.

Town Clerk to arrange the next meeting with Chair and Vice Chair of Finance and Management to discuss the proposed Financial Regulations.

Town Clerk to set a date and circulate agenda with a copy of the Financial Regulations.

RESOLVED

NEXT MEETING DATE TO BE CONFIRMED

Chair 