

Cyngor Tref y Drenewydd a Llanllwchaearn

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Town Council of Newtown and Llanllwchaearn

NOTICE, SUMMONS AND AGENDA

A REMOTE MEETING OF THE RESOURCES COMMITTEE

will be held on **Monday 20th July 2020, 6.30pm.**

All members of the Resources Committee are summoned to attend.

To join online: <https://meeting.newtown.org.uk/Jiptj4>

To join by phone: 01743 636611

Key in when prompted, conference ID: 402 621 873#

E J Humphreys

14th July 2020

E J Humphreys MA Oxf, CiLCA, FSLCC

Clerc Y Dref / Town Clerk

AGENDA

In accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1, extended by Local Government Act 1972 Section 100, the meeting is open to the public to attend as observers except where excluded (during the whole or part of the proceedings) by resolution of the Committee by reason of the confidential nature of the business to be transacted.

Item	
1	WELCOME, ATTENDANCE, REMOTE MEETING ETIQUETTE AND APOLOGIES FOR ABSENCE
1.1	To record attendance and to receive and resolve if desired on apologies for absence.
1.2	To recap on the remote meeting etiquette (paper 1.2).
2	DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATIONS To receive declarations of interest from Members in accordance with Part III of the Local Government Act 2000, which established the Local Government Code of Conduct for Members. Please submit any declaration forms to the office (papers 2a&b).
3	PUBLIC PARTICIPATION To receive members of the public who wish to address the Committee, in respect of any item of business included in the agenda. Any member of the public wishing to speak must notify the office of the Town Clerk no later than 15 minutes prior to the start of the meeting.

4	<u>MINUTES OF MEETINGS</u>
4.1	To approve and sign as a correct record, the minutes of the meeting of the Resources Committee 16 th March 2020 (Paper 4).
4.2	To report <u>for information purposes only</u> matters arising from the minutes of the meeting of the Resources Committee 16 th March 2020.
5	<u>EXTENDED SCHEME OF DELEGATION</u> To report for information purposes only, the RFO's decisions for this Committee made under the COVID-19 temporary extension to the scheme of delegation (23 rd March '20) (paper 5).
SECTION 1 – FINANCIAL MATTERS	
6.1	<u>FINANCIAL REPORTS:</u> <u>Financial Year 20/21:</u> To review, including likely underspends, and resolve if desired, the Council and Committee: <ul style="list-style-type: none"> • Income & Expenditure Year to Date report (Papers 6.1a-c) • Cash and bank totals graph (Paper 6.1d) • Bank and Petty Cash Reconciliations (Papers 6.1e-i).
6.2	<u>Items for Payment:</u> To report, for approval, the schedule of items for payments (papers 6.2a-c).
6.3	<u>Scrutiny of Payments:</u>
6.3.1	To receive a verbal report on the 'scrutiny of payments and bank reconciliation checking' exercise for February and June (Cllr R Shayler), March (Cllr R Edwards) and May (Cllr John Barker).
6.4.2	To resolve councillors for the 'scrutiny of payments' exercise by email for upcoming months: July – volunteer required August – volunteer required September (to include bank reconciliation checking) - volunteer required
6.5	<u>Internal Audit Recommendation:</u> to resolve based on a recommendation from the internal auditor: 'Committee authorises expenditure by officers, up to the amounts detailed in the approved Resources budget (4-digit account codes). Authorisation to include any future virements approved by Full Council. This applies only to amounts under £30,000. Amounts over £30,000 to be authorised by Full Council as set out in the Financial Regulations.'
6.6	<u>Financial Year 2020-21: Allocation of unused funds:</u>
6.6.1	To consider and resolve a recommendation to Full Council to reallocate Resources budget items that may be unused due to the Covid 19 pandemic into a new Regeneration Fund or earmark reserves to be carried forward to the 21/22 budget.
6.6.2	To consider paper 6.6.2 and comment to Full Council with regards to earmarking unspent items from the 2019/20 budget (paper 6.6.2).
6.7	<u>Virements</u>
6.7.1	To consider and resolve to support if desired a virement request from E & E Committee to transfer £500 unbudgeted grant received during 2019/20 financial period from Reserves to Promotion of Newtown / Signage (410/4930) to enable an interpretation panel to be installed at the Black Poplar site (paper 6.7.1)
6.7.2	To consider and resolve to support if desired a virement request to transfer £20k from Food Festival (401/5009) budget, £1,000 from Newtown Arts Event (406/5405) and £2,000 from Newtown Sports Event (406/5406) to a new COVID-19 Regeneration fund (paper 6.7.2)

6.7.3	To resolve to support if desired to move the budget for the E&E Picnic in the Park event to summer 2021 (£750 406/5403).
6.8	Assets: to consider, and resolve if desired, a loan of existing, or new, IT equipment to councillors who lack the means to engage in remote meetings on the same video basis as other councillors (Cllr D Selby).
6.9	Financial Correspondence: To receive, report and resolve feedback if desired, on financial correspondence received.
6.10	Participatory Budgeting To receive an update from Town Council's representative on the Steering Group, and to resolve, if desired, observations and recommendations to Council (Cllr J Barker).

SECTION 2 – STAFFING MATTERS

7	<u>GOVERNANCE, STRATEGY AND POLICY:</u>
7.1	<u>POLICIES:</u>
7.1.1	Grievance Policy: to nominate a volunteer to help review the Grievance policy.
8	<u>COVID-19</u> To receive and resolve the Town Clerk's report & recommendations regarding safe working, office, and service arrangements for staff (and by implication for councillors) in response to the easing of Covid-19 restrictions (paper 8a & paper b to follow).

SECTION 3 – GENERAL MATTERS

9	<u>STRATEGY & CORPORATE PROJECTS COMMITTEE (SCPC)</u> To receive an update from the Strategy & Corporate Projects Committee.
10	<u>NETWORK NEWTOWN</u> To resolve if desired, comments on the costings of the Newtown Network proposal to go forward to Full Council (Cllr D Selby) (Paper 10 to follow).
11	<u>CLIMATE CHANGE EMERGENCY AND ENVIRONMENTAL POLICY</u> To review, update and add to the list of practical actions that can be taken / have been taken to address climate change (paper 11).
12	<u>HEALTH & SAFETY</u> To inform and resolve if desired, on internal matters of NLTC health and safety brought to the attention of the Committee and notify that no incidents or near misses have been reported since last meeting.
13	<u>ITEMS FOR PUBLICITY & PRESS</u>
13.1	News Items: to resolve items for issue as publicity to the press.
14	<u>OPERATIONS MANAGER'S UPDATE</u> To receive a verbal update from the Operations Manager regarding NLTC's buildings, leases and assets and resolve if desired.
15	<u>CHAIRMAN'S ANNOUNCEMENTS, ITEMS FOR FUTURE AGENDA AND DATE OF NEXT MEETING:</u> Date of next Resources Committee meeting 17 th August 2020, 6.30pm.
16	<u>CONFIDENTIAL SESSION, EXCLUSION OF PUBLIC AND PRESS</u> Under the Public Bodies (Admission to Meetings) Act 1960 (2) to resolve, if required, that members of the public and press be requested to leave the meeting by reason of the [specified] confidential nature of the business about to be transacted. [Contractual matters]
17	<u>PROPERTY AT VASTRE</u> To receive Operations Manager's report (Paper 17) and resolve if desired.

End of agenda