

MEMBERSHIP:
Cllr S. Boulton
Cllr A. Doherty
Cllr C. Foxall
Cllr A. Jefferies
Cllr J. Sanford
Cllr J. Nicholls (ex-officio)
Cllr R. Harrison (ex-officio)



**MINUTES OF THE FINANCE COMMITTEE MEETING
HELD remotely ON Monday 26th October 2020**

Present: Cllr Doherty Cllr Foxall Cllr Boulton
Cllr Jefferies Cllr Harrison

In attendance: Vanessa Lawrence (Clerk)

- F37 20/21 Apologies for absence**
Apologies were received from Cllrs Sanford and Nicholls
- F38 20/21 Declarations of Interest in Items on the Agenda**
None declared
- F39 20/21 To approve the Minutes of the Finance Committee meeting held on 18th August 2020**
It was **RESOLVED** to approve the Minutes of the Finance Committee meeting held on the 18th August 2020 as a true and accurate record of the proceedings. Proposed Cllr Doherty, seconded Cllr Jefferies – all in favour.
- F40 20/21 Clerk’s and Chairman’s Report**
None
- F41 20/21 To agree to adjourn the meeting for Public Participation, if members of the public are present – there is a 5-minute time limit**
N/A
- F42 20/21 To agree to reconvene the meeting following Public Participation (if applicable).**
N/A
- F43 20/21 To note agreement by Full Council to release funds for 1st stage payment for work to Community Centre Roof (£21296+VAT).**
The Committee noted the agreement by Full Council to release funds for the 1st staged payment for work to the Community Centre.

- F44 20/21 To consider and agree the staged payments for the resurfacing work on the River walk, signage, creation of sensory garden in the Walnut Tree Field and greening work in the Town (1st £11500, 2nd £10000, final £12300), and to release funds, retrospectively, for the 1st payment.**
This payment had been delayed and was now overdue. As there was no finance meeting last month, the payment was approved remotely. It was therefore formally **RESOLVED** to release the funds, retrospectively. Proposed Cllr Doherty, seconded Cllr Boulton – all in favour.

ACTION: Clerk to make payment

- F45 20/21 To consider and agree to appoint Mrs B Bowen as Internal Auditor for 2020-21.**
It was **RESOLVED** to appoint Mrs B Bowen as Internal Auditor for 2020-21 Audit. Proposed Cllr Doherty, seconded Cllr Foxall – all in favour. Cllrs agreed that it might be reasonable to look at a new auditor for next year, as this is the 3rd year that Mrs Bowen has carried out our audit. This to be considered next year.

ACTION: Clerk to contact Mrs Bowen

- F46 20/21 To consider and agree grant request from L. Garthwaite for the creation of a Childrens website as an on-line information board (£150) – details e-mailed (4/8/2020)**
Following discussion, it was agreed that Cllr Doherty would contact L. Garthwaite to discuss this further with a possible alternative proposal. This matter to be deferred until the next meeting.

ACTION: Cllr Doherty to contact L. Garthwaite

- F47 20/21 To consider and agree to start the budget process for 2021-22**
Following discussion, it was **RESOLVED** to start the budget process for 2021-22. Proposed Cllr Doherty, seconded Cllr Boulton – all in favour. The Clerk to advise the Works & Community Committee and Planning Committee chairs to prepare their budget requirements for submission to the Finance Committee. The Clerk to prepare requirements for the General Administrative requirements. Cllr Jefferies advised that she would be happy to sit on the W & C Committee due to the current resignations, which would help when decided budgets.

ACTION: Clerk to advise Committee Chairs and to prepare Admin requirements and to add Agenda item for Full Council relating to appointment of Cllr Jefferies to the W & C Committee.

- F48 20/21 To review Earmarked reserves for current year and agree any revisions as part of the budget process.**
A copy of the earmarked reserves had been circulated. Cllr Doherty to make further revisions and to circulate. Committees to review their work plans so that future projects can be earmarked accordingly, and a review will take place nearer to year end.

ACTION: Clerk to ask Committees to review their work plans.

- F49 20.21 To consider and agree the use of a Council credit card and to cancel the current debit card.**
The Clerk requested that following an attempt from fraudsters to access funds from the debit card, which was unsuccessful, she felt it would be prudent to use a credit card, which is more secure. A credit

limit should set to comply with Financial Regulations and the balance cleared at the end of each month. Following discussion, it was **RESOLVED** to allow the Clerk to obtain a Business Credit Card with a set limit in line with the Financial Regulations. Proposed ~Cllr Boulton, seconded Cllr Foxall – all in favour.

ACTION: Clerk to source a suitable Credit Card

- F50 20/21 To consider any changes to the following Policy Documents and approve for 2020/21:-**
- **Financial Regulations – revised copy Cllrs page of website**
 - **Financial Risk Register -**
 - **Financial Reserves Policy**
 - **Safeguarding Public Money**
 - **Effectiveness of Internal Audit**
 - **Investment Strategy**

Following discussion, it was agreed that another Savings Account should be obtained to secure funds held by the Council. It was agreed to defer this item to the next Finance meeting in order that further checks are made relating to delegated limits.

ACTION: Clerk to source a suitable bank for opening another savings account and to add this item to the Agenda for the next Finance meeting.

- F51 20/21 Other matters the Chair considers urgent**
None.

.....Chairman

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