



FINANCE COMMITTEE

Local Government Act 1972 section 101

Committee members: Cllr Mitchell (Chairman)

Cllr Stewart, Cllr Wilson, Cllr Whittaker

EPWORTH TOWN COUNCIL

Minutes of a Finance Committee meeting of Epworth Town Council held on
Wednesday March 27th 2019 7pm at Cemetery Lodge

**Cemetery Lodge
Burnham Road
Epworth
Nr. Doncaster
North Lincolnshire
DN9 1BY**

Tel: (01427) 872086

The following paragraphs were taken as read.

Public Participation session: Residents are invited to give their views and question the Town Council on issues on this agenda or, issues for future consideration.

(Members of the public are reminded that each presentation should take no more than three minutes).

This Council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting by means of the recording and expresses hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of any member of the public who may be present who do not wish to be filmed or recorded.

- 1. To record** the names of members present. Cllr Mitchell committee Chairman, Cllrs Stewart, Whittaker & Wilson.
- 2. To receive** apologies for absence. All present.
- 3. To receive declarations of interest** (*existence and nature with regard to items on the Agenda Localism Act 2011*). Cllr Whittaker personal interest item 7 grant application The Old Rectory.
- 4. To receive notification of dispensations** approved by the clerk with reference to items on the agenda (*Code of Conduct and Localism 2011*). None requested.
- 5. Internal Control – To receive** for approval and recommendation to full council the February 2019 account and budget sheets and copy bank statements.
Receipts & payments tallies with bank statements, proposed Cllr Whittaker seconded Cllr Wilson **RESOLVED** recommend to full council
Budget report: note clerk to add in format for line 51 Stationary; any budget overspends to Come out of un-allocated general reserve; overview e.g. salaries first year of full pension payments; overspends not massive; underspends greater; proposed by Cllr Mitchell seconded by Cllr Whittaker **RESOLVED** recommend to full council
- 6. Assets for Insurance:** to receive an amended copy of the list reference line 9 of the Annual Return for further correction/amendment. Admin process clerk to enquire cost of obtaining up to date valuation of Cemetery Lodge buildings; NOTE: Beacon plaque “refurbished” not purchased: still to obtain value for old lap-top computer; add - oil filled radiators replacement value £40.00; amendments to next committee meeting.
- 7. Local Government Act 1972 Section 137 grant application:** to receive a copy of the grant application from The Old Rectory and resolve a recommendation to full council. £1000 (one thousand pounds) requested; proposed by Cllr Stewart seconded by Cllr Mitchell **RESOLVED** propose to full council to support application.
- 8. Financial Risk Assessment:** to receive an updated version of the Finance Committee risk assessment for amendment. Proposed by Cllr Mitchell seconded Cllr Stewart financial risk assessment accepted no specific amendments.
- 9. To discuss and resolve** a recommendation to full council on the correct process and procedure for on-line purchases of office equipment/AVG security/ADOBE packages and other relevant office items. Committee propose debit card on Epworth TC account; any use to be pre-authorised by 2 councillors; purchases accounted for in ledger; financial limit to be placed on any single purchase; clerk to make enquiries at HSBC and ask about debit limits on card.
- 10. Financial year end:** to discuss dates and relevant procedures required for the AGAR (Annual Return year ending March 2019). PKF Littlejohn paperwork

**Clerk: Caroline Maguire Tel: 077343 86628
9 a.m. – 5.00 p.m. Monday – Friday
E-mail: epworth.council@btconnect.com**



arrived via e-mail to office today (Wednesday 27th); clerk advised committee that Internal Auditors report on page 3 **should** be completed before full council can approve and complete section 1, the Annual Governance statement and section 2 the Accounting Statement. Realistically this will not be completed until the May meeting of the council.

11. **To resolve** “items for facebook” no items put forward.
12. **To record** the closure of the meeting at 7.43pm.

cm27.03.19

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