



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
Tuesday February 26th 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*). None declared.
- 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 January 2019 account and budget sheets and copy bank statements.
January account sheet: proposed by Cllr Mitchell seconded by Cllr Wilson and **RESOLVED** an accurate record. VAT adjustments noted.
January budget sheet: proposed by Cllr Stewart seconded by Cllr Whittaker and **RESOLVED** an accurate record. Note: figures in red over allocated budget.
Bank statements: reconciled with accounts sheet proposed by Cllr Mitchell seconded by Cllr Wilson and **RESOLVED**
- 6. To receive a copy of the VAT return** July 2018 to January 2019 for approval before submission by the clerk. **RESOLVED** 2 committee members to liaise with the clerk to check the figures (Cllrs Mitchell & Wilson)
- 7. Internal Auditor:** to receive two quotations for the internal audit for year ending March 2019; and “pro forma” report paperwork to resolve a recommendation to full council as to which Auditor to employ. The clerk presented quotations from 2 companies; proposed by Cllr Stewart seconded by Cllr Mitchell and **RESOLVED** to recommend to full council to employ the services of Richard Dixon of P.S.A to carry out the Internal Audit.
- 8. Annual Governance Statement – Assertions:** to receive a pro forma copy of the “assertions document” for discussion and recommendation to full council.
The committee read through and discussed all the assertions making comments where applicable. Proposed by Cllr Whittaker seconded by Cllr Stewart and **RESOLVED** pro forma to full council.
- 9. Cloud storage & alternative “back-up” measures:** to discuss following advice received from recent Finance training, **RESOLVED** item to be discussed by Personnel Committee.
- 10. Assets for Insurance:** to receive a copy of the updated list reference line 9 of the Annual Return for correction/amendment. Following queries raised for clerk to amend:
Clerk to query with internal auditor re “depreciation”
Clerk to query re “re-valuation” of buildings
Add and query the valuation of Kings Head Croft (the land) or nominal value £1.00
Add Chapel of Rest pews (obtain value from internet)

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



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Office equipment value unrealistic; obtain a values for tables and chairs other equipment itemised

Find value and add "lap top computer"

Add date of purchase of paper shredder

Market Cross valuation – check current policy for cover value

Under Street furniture find location of "Glasdon Bin"

Remove "beacon plaque" beacon provided by Boothferry Borough Council successor owner North Lincolnshire Council

Kings Head Croft – remove one pic-nick bench (burnt by fire – replacement in store)

Closed churchyard memorials – cross reference with churchwardens re the value for insurance purposes;

Clerk to correct and re-present to finance committee before presenting to full council

11. To receive the "Council Structure Discussion Paper" for comments prior to presentation to full council. Proposed by Cllr Stewart seconded by Cllr Whittaker and **RESOLVED** leave discussion to new council.

12. To resolve "items for facebook" Nothing at this point.

13. To record the closure of the meeting at 8.28pm.

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