

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Finance Committee held on Tuesday, 16th July 2024, at 8.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

- 01/07/24** **Election of Chairman / Chairwoman**
Proposed by Councillor J Whittaker and seconded by Councillor Milnes - **It was resolved that Councillor Finch should be elected as Chairwoman of the Finance Committee for the forthcoming year.**
- 02/07/24** **Record of Members Present**
The following councillors were present: Councillors Finch (Chairwoman), Milnes, J Whittaker and Wilson.
- 03/07/24** **Apologies for Absence**
There were no apologies, because all members of the Committee were present.
- 04/07/24** **Declaration of Interest & Dispensations**
(i) No declarations of interest were made.
(ii) No dispensations had been granted.
- 05/07/24** **Clerk's Report**
Minute 06/04/24 Financial Accounts (i) Financial Report & Bank Reconciliation Statement for January 2024 - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Reconciliation Statement for January 2024.
- Minute 06/04/24 Financial Accounts (ii) Financial Report & Bank Reconciliation Statement for February 2024** - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Reconciliation Statement for February 2024.
- Minute 06/04/24 Financial Accounts (iii) Financial Report & Bank Reconciliation Statement for March 2024** - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Reconciliation Statement for March 2024.
- Minute 07/04/24 Budget Report** - Full Council had agreed with the recommendation made by the Finance Committee and approved the Budget Report for April 2023 to March 2024.
- Minute 08/04/24 Annual Governance Statement - Assertions Review**
- Full Council had agreed with the recommendation made by the Finance Committee to approve the Annual Governance Statement - Assertions Review.
- Minute 09/04/24 Date, Time & Place of Next Meeting** - The meeting was being held prior to Tuesday, 23rd July 2024, due to the fact that the Clerk was about to take some annual leave.
- Proposed by Councillor J Whittaker and seconded by Councillor Finch
- **It was resolved that the Clerk's Report be noted.**

06/07/24 **Internal Audit Report**

Each member of the Council was provided with a copy of the internal audit report which had been drawn up in response to an audit carried out between 15th December 2023 to 24th May 2024, by Mr Richard Dixon of Public Sector Audit. The audit report stated that the accounts and governance of the Council continued to be maintained to a high standard and the internal financial control environment was good and the consideration and adoption of the recommendations contained within the report would serve to further enhance and strengthen the systems, procedures and governance arrangements already in place. Of particular concern was the possibility that safety issues are not being dealt with in a timely manner, thereby exposing the council to undue risk. The Clerk then went through the audit report and highlighted the recommendations made by the internal auditor. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the Clerk should take the appropriate action to deal with the recommendations contained within the report.**

07/07/24 **Audit Checks**

Members of the Committee picked various transactions to follow through the accounts:-

- (i) Bank receipt of £42,405.50 from North Lincolnshire Council for Precept & Grant received on 26th April 2024.
- (ii) Bank payment of £72 made to MWQA for H&S Competent Person Fee, approved on 2nd April 2024 and paid on 4th April 2024.
- (iii) Bank receipt of £70 from Epworth Imperial Hall for Hanging Baskets received on 17th May 2024.
- (iv) Bank payment of £100 made to ICCM for Annual Membership, approved on 7th May 2024 and paid on 14th May 2024.
- (v) Bank receipt of £128 from R Wallace & Son for Burial of a Body received on 10th June 2024.
- (vi) Card payment of £18.50 made to Londis for Fuel for Mower on 6th June 2024.

All the relevant paperwork and associated documents were found to be correct.

Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that this be noted.**

08/07/24 **Financial Accounts****(i) Financial Report & Bank Reconciliation Statement for April 2024**

- The Clerk provided each member of the Committee with a copy of the Financial Report & Bank Reconciliation Statement for April 2024 for them to scrutinise. Proposed by Councillor J Whittaker and seconded by Councillor Milnes - **It was resolved that the Finance Committee should make a recommendation to Full Council that it should approve the Financial Report & Bank Reconciliation Statement for April 2024.**

(ii) Financial Report & Bank Reconciliation Statement for May 2024

- The Clerk provided each member of the Committee with a copy of the Financial Report & Bank Reconciliation Statement for May 2024 for them to scrutinise. Proposed by Councillor Finch and seconded by Councillor Milnes - **It was resolved that the Finance Committee should make a recommendation to Full Council that it should approve the Financial Report & Bank Reconciliation Statement for May 2024.**

(iii) Financial Report & Bank Reconciliation Statement for June 2024

- The Clerk provided each member of the Committee with a copy of the Financial Report & Bank Reconciliation Statement for June 2024 for them to scrutinise. Proposed by Councillor Finch and seconded by Councillor Milnes - **It was resolved that the Finance Committee should make a recommendation to Full Council that it should approve the Financial Report & Bank Reconciliation Statement for June 2024.**

09/07/24**Budget Report**

Councillors were provided with a copy of the budget report for April 2024 to June 2024, and the Clerk went through the figures in the report and answered any queries raised by councillors to do with variances between the budgeted and actual figures. Proposed by Councillor Finch and seconded by Councillor Milnes - **It was resolved that the Finance Committee should make a recommendation to Full Council that it should approve the Budget Report for April 2023 to March 2024.**

10/07/24**Date, Time & Place of Next Meeting**

The next meeting of the Finance Committee is due to be held on Monday, 21st October 2024, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor Finch and seconded by Councillor J Whittaker - **It was resolved that the information be noted.**

11/07/24**Closure of Meeting**

The Chairwoman declared the meeting closed at 9.04 pm.