

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Finance Committee held on Tuesday, 15th February 2022, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

- 01/02/22** **Record of Members Present**
The following councillors were present: Councillors Finch, Stewart and R Whittaker (who was substituting for Councillor J Whittaker). Proposed by Councillor Stewart and seconded by Councillor R Whittaker - **It was resolved that in the absence of the Committee Chairman Councillor Finch should chair the meeting.**
- 02/02/22** **Apologies for Absence**
There were apologies from Councillor J Whittaker - other commitments.
- 03/02/22** **Declaration of Interest & Dispensations**
(i) There were no declaration of interest made.
(ii) No dispensations had been granted.
- 04/02/22** **Clerk's Report**
Minute 06/01/22 Financial Accounts (i) Financial Report & Bank Reconciliation Statement for December 2021 - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Statement for December 2021.

Minute 07/01/22 Budget Report - Full Council had agreed with the recommendation to approve the Budget Report for April - December 2021.

Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that the Clerk's Report be noted.**
- 05/02/22** **Audit Checks**
Members of the Committee picked various transactions to follow through the accounts:-

(i) Bank payment of £290.74 made on 11th January 2022 to Torne Valley Ltd for Blower & Gloves / Leaf Collectors / Oil.
(ii) Bank receipt of £400.00 received on 18th January 2022 from R Wallace & Son Ltd for Burial Fees.
(iii) Direct Debit payment of £22.51 made on 26th January 2022 to Everflow Water for Water & Sewage Charges.

All the relevant paperwork and associated documents were found to be correct. Proposed by Councillor R Whittaker and seconded by Councillor Stewart - **It was resolved that this be noted.**
- 06/02/22** **Financial Accounts**
The Clerk provided each member of the Committee with a copy of the Financial Report & Bank Reconciliation Statement for January 2022 for them to scrutinise and highlighted some amendments which needed to be made to the report and statement to do with coding. Quarterly direct debits rather than monthly direct debits was discussed by the Committee as something to look at to reduce the number of transactions in the accounts.

Proposed by Councillor R Whittaker and seconded by Councillor Stewart
- **It was resolved that the Finance Committee should make a recommendation to Full Council that it should approve the Financial Report & Bank Statement for January 2022 - after the Clerk had made the necessary amendments.**

07/02/22

Financial Regulations

The Clerk provided each member of the Committee with a copy of the financial regulations to review the amount which could be spent in an emergency and the amount where three quotes would be required for an item of expenditure. Proposed by Councillor Finch and seconded by Councillor Stewart - **It was resolved that the Finance Committee should make a recommendation to Full Council that the amount which could be spent in an emergency should be increased from £800 to £1,000, whilst the amount where three quotes would be required for an item of expenditure should be increased from £100 to £500.**

08/02/22

Date, Time & Place of Next Meeting

The next meeting of the Finance Committee is due to be held on Tuesday, 15th March 2022, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that the information be noted.**

09/02/22

Closure of Meeting

The Chairwoman declared the meeting closed at 7.45 pm.