

EPWORTH TOWN COUNCIL

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

- 01/03/22** **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 R Whittaker and seconded by Councillor Stewart - **It was resolved that in the absence of the Committee Chairman Councillor Finch should chair the meeting.**
- 02/03/22** **Apologies for Absence**
There were apologies from Councillor J Whittaker - other commitments.
- 03/03/22** **Declaration of Interest & Dispensations**
(i) There were no declaration of interest made.
(ii) No dispensations had been granted.
- 04/03/22** **Clerk's Report**
Minute 06/02/22 Financial Accounts (i) Financial Report & Bank Reconciliation Statement for January 2022 - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Statement for January 2022.

Minute 07/02/22 Financial Regulations - Full Council had agreed with the recommendation made by the Finance Committee and revised the standing orders so that the amount which could be spent in an emergency was increased from £800 to £1,000, whilst the amount where three quotes were required for an item of expenditure was increased from £100 to £500.

Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that the Clerk's Report be noted.**
- 05/03/22** **Audit Checks**
Members of the Committee picked various transactions to follow through the accounts:-

(i) Bank payment of £78 made on 1st February 2021 to Steven Smithey for Repairs to Notice Board.
(ii) Bank receipt of £25 received on 21st February 2022 from Edwards & Mahal Opticians for a Hanging Basket.
(iii) Bank payment of £23.31 made on 23rd February 2022 to Vodafone Limited for Mobile Phone Charges.
(iv) Bank receipt of £25 received on 27th February 2022 from Oceans 52 for a Hanging Basket.

All the relevant paperwork and associated documents were found to be correct. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that this be noted.**

06/03/22 **Financial Accounts**

The Clerk provided each member of the Committee with a copy of the Financial Report & Bank Reconciliation Statement for February 2022 for them to scrutinise. Councillor R Whittaker asked why some of the hanging basket money had been paid into the HSBC account rather than the Unity Trust account and the Clerk explained that the business had done this themselves despite being given the correct bank details to use. In addition, Councillor R Whittaker queried the payment to Steven Smithey for Repairs to the Notice Board, and the Clerk clarified that this was an old bill which had only recently been submitted and not the quote for the recent repair which had been agreed by Full Council. Proposed by Councillor Stewart and seconded by Councillor R Whittaker - **It was resolved that the Finance Committee should make a recommendation to Full Council that it should approve the Financial Report & Bank Statement for February 2022.**

07/03/22 **Date, Time & Place of Next Meeting**

The next meeting of the Finance Committee is due to be held on Wednesday, 20th April 2022, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. **It was resolved that the information be noted.**

08/03/22 **Closure of Meeting**

The Chairwoman declared the meeting closed at 7.25 pm.