

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Finance Committee held on Tuesday, 26th July 2022, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

Public Participation

Mrs R Whittaker raised three points:-

- (i) Financial Information - Mrs R Whittaker would like to see the financial information showing the actual amounts spent and the precepted amounts on a more regular basis so she got the full picture. The Clerk explained that these had been provided monthly, but were now being done quarterly and would be put before Full Council at the next meeting for approval.
- (ii) Equals Card - Mrs R Whittaker queried if it was a debit card and who was authorised to use it, and if councillors could use it for small items if they provided receipts. The Clerk clarified that the Equals card was a cash card, which was topped up from the Council's current account, however it could also be used online like a debit card.
- (iii) Chairman's Allowance - Mrs R Whittaker understood that the Council did not have a cash float, and if a card / flowers needed to be sent to someone on certain occasions then taxpayers money could not be used for such a purpose, however she did not see why not and suggested a Chairman's Allowance as an alternative way to cover such items. The Clerk agreed that a Chairman's Allowance was something which could be considered.

01/07/22 **Record of Members Present**

The following councillors were present: Councillors Finch (Chairwoman), Stewart and J Whittaker.

02/07/22 **Apologies for Absence**

There were no apologies, because all members of the Committee were present

03/07/22 **Declaration of Interest & Dispensations**

- (i) There were no declarations of interest made.
- (ii) No dispensations had been granted.

04/07/22 **Clerk's Report**

Minute 07/05/22 Financial Accounts - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Reconciliation Statement for April 2022.

Minute 09/05/22 Date, Time & Place of Next Meeting - The meeting due to be held on Monday, 18th July 2022, did not take place because it would have been inquorate, therefore it was rearranged to Tuesday, 26th July 2022.

Proposed by Councillor Stewart and seconded by Councillor J Whittaker
- **It was resolved that the Clerk's Report be noted.**

05/07/22 **Audit Checks**

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

- (i) Cheque receipt of £40 from Epworth Mechanics' Institute for Hanging Basket banked on 30th May 2022, and cleared on 7th June 2022.
- (ii) Bank payment of £180.00 made to Mr Paul Haywood for Moving and Relocating Planters, approved on 21st June 2022, and paid on 22nd June 2022.
- (iii) Bank payment of £52.99 made to Axholme Decorating Centre for Wood Stain, approved on 21st June 2022, and paid on 22nd June 2022.
- (iv) Direct debit payment of £25.22 made to Vodafone for Mobile Phone Charges on 27th June 2022.
- (v) Equals card payment of £27.27 made to Londis for Fuel for Mower, incurred on 28th June 2022, and paid on 29th June 2022.
- (vi) Cash receipts of £100 from Miscellaneous Customers for Ticket Money for Shows banked on 29th June 2022, and cleared on 30th June 2022.

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

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

06/07/22

Internal Audit Report

At a meeting of the Full Council held on Tuesday, 21st June 2022, it noted the report and asked the Finance Committee to look at the recommendations contained within it. Therefore each member of the Committee was provided with a copy of the internal audit report which had been drawn up in response to an audit carried out 3rd - 6th June 2022, by Mr Richard Dixon of Public Sector Audit. The audit report stated that the accounts and governance of the Council had been maintained to a good standard and the internal financial control environment was also good, however of concern was the possible lack of ongoing review and inspection of all council risks and liabilities and also issues regarding staff contracts of employment, however 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. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the Internal Audit Report be noted and the Clerk take the appropriate action.**

07/07/22

Financial Accounts

(i) Financial Report & Bank Reconciliation Statement for May 2022

- The Clerk provided each member of the Committee with a copy of the Financial Report & Bank Reconciliation Statement for May 2022 for them to scrutinise. Proposed by Councillor J 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 Reconciliation Statement for May 2022.**

(ii) Financial Report & Bank Reconciliation Statement for June 2022

- The Clerk provided each member of the Committee with a copy of the Financial Report & Bank Reconciliation Statement for June 2022 for them to scrutinise. Proposed by Councillor J 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 Reconciliation Statement for June 2022**

08/07/22 **Budget Report**

Councillors were provided with a copy of the budget report for April to June 2022, 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 Stewart and seconded by Councillor Finch - **It was resolved that the Finance Committee should make a recommendation to Full Council that it should approve the Budget Report for April to June 2022.**

09/07/22 **Date, Time & Place of Next Meeting**

The next meeting of the Finance Committee is due to be held on Monday, 17th October 2022, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the information be noted.**

10/07/22 **Closure of Meeting**

The Chairwoman declared the meeting closed at 7.58 pm.