

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Finance Committee held on Monday, 24th July 2023, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

- 01/07/23** **Election of Chairman / Chairwoman**
Proposed by Councillor Finch and seconded by Councillor Baker - **It was resolved that Councillor Finch should be elected as Chairwoman of the Finance Committee for the forthcoming year.**
- 02/07/23** **Record of Members Present**
The following councillors were present: Councillors Finch (Chairwoman), J Whittaker and Baker - who was substituting for Councillor Wilson.
- 03/07/23** **Apologies for Absence**
There were apologies from Councillor Holt - on holiday and Councillor Stewart - other commitments.
- 04/07/23** **Declaration of Interest & Dispensations**
(i) No declarations of interest were made.
(ii) No dispensations had been granted.
- 05/07/23** **Clerk's Report**
Minute 06/04/23 Financial Accounts (i) Financial Report & Bank Reconciliation Statement for January 2023 - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Reconciliation Statement for January 2023.
- Minute 06/04/23 Financial Accounts (ii) Financial Report & Bank Reconciliation Statement for February 2023** - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Reconciliation Statement for February 2023.
- Minute 06/04/23 Financial Accounts (iii) Financial Report & Bank Reconciliation Statement for March 2023** - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Reconciliation Statement for March 2023.
- Minute 07/04/23 Budget Report** - Full Council had agreed with the recommendation made by the Finance Committee with amendments and approved the Budget Report for April 2022 to March 2023.
- Minute 08/04/23 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.
- Proposed by Councillor J Whittaker and seconded by Councillor Finch
- **It was resolved that the Clerk's Report be noted.**
- Councillor Wilson arrived and replaced Councillor Baker who had been substituting for her until her arrival at the meeting, and he then observed as a member of the public.

06/07/23 **Internal Audit Report**

Each member of the Finance Committee was provided with a copy of the internal audit report which had been drawn up in response to an audit carried out between 30th December 2022 to 5th June 2023, 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 high standard and the internal financial control environment was also good, 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. 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.**

07/07/23 **Audit Checks**

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

- (i) Bank payment of £16.35 made to Mr S Quantrill for Fuel for the Mower and Mileage, approved on 4th April 2023 and paid on 11th April 2023.
- (ii) Bank receipt of £108 from Samuel Jacob Memorials for the Erection of a Headstone and received on 13th April 2023.
- (iii) Bank payment of £27.50 made to Epworth Imperial Hall for Fuel for Room Hire, approved on 16th May 2023 and paid on 18th May 2023.
- (iv) Bank payment of £75.00 made to Dave Jaques Building Services Ltd for Gutter Clearing, approved on 6th June 2023 and paid on 13th June 2023.
- (v) Bank receipt of £363 from Mr & Mrs Hollingsworth for Purchase of Exclusive Right and received on 22nd June 2023.

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

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

08/07/23 **Financial Accounts****(i) Financial Report & Bank Reconciliation Statement for January 2023**

- The Clerk provided each member of the Committee with a copy of the Financial Report & Bank Reconciliation Statement for January 2023 for them to scrutinise. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **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 January 2023.**

(ii) Financial Report & Bank Reconciliation Statement for February 2023

- The Clerk provided each member of the Committee with a copy of the Financial Report & Bank Reconciliation Statement for February 2023 for them to scrutinise. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **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 February 2023.**

(iii) Financial Report & Bank Reconciliation Statement for March 2023

- The Clerk provided each member of the Committee with a copy of the Financial Report & Bank Reconciliation Statement for March 2023 for them to scrutinise. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **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 March 2023.**

09/07/24

Budget Report

Councillors were provided with a copy of the budget report for April 2023 to June 2023, 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. Councillor Baker queried the way in which some of the information was presented by the accounting software, such as the rounding of the budgeted figures for each quarter. Proposed by Councillor J Whittaker 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 2023 to June 2023.**

10/07/23

Date, Time & Place of Next Meeting

The next meeting of the Finance Committee is due to be held on Tuesday, 17th October 2023, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the information be noted.**

11/07/23

Closure of Meeting

The Chairwoman declared the meeting closed at 8.21 pm.