

## EPWORTH TOWN COUNCIL

### Minutes of a Meeting of the Finance Committee held on Tuesday, 23<sup>rd</sup> April 2024, at 6.45 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

- 01/04/24**      **Record of Members Present**  
The following councillors were present: Councillors J Whittaker, Holt and Wilson. Proposed by Councillor Holt and seconded by Councillor Wilson - **It was resolved in the absence of the Chairwoman that Councillor J Whittaker should chair the meeting.**
- 02/04/24**      **Apologies for Absence**  
There were apologies from Councillor Finch - other commitments.
- 03/04/24**      **Declaration of Interest & Dispensations**  
(i) No declarations of interest were made.  
(ii) No dispensations had been granted.
- 04/04/24**      **Clerk's Report**  
**Minute 06/01/24 Financial Accounts (i) Financial Report & Bank Reconciliation Statement for October 2023** - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Reconciliation Statement for October 2023.  
**Minute 06/01/24 Financial Accounts (ii) Financial Report & Bank Reconciliation Statement for November 2023** - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Reconciliation Statement for November 2023.  
**Minute 06/01/24 Financial Accounts (iii) Financial Report & Bank Reconciliation Statement for December 2023** - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Reconciliation Statement for December 2023.  
**Minute 07/01/24 Budget Report** - Full Council had agreed with the recommendation made by the Finance Committee and approved the Budget Report for April to December 2023.  
**Minute 08/01/24 Authorised Spend Limit** - Full Council had agreed with a recommendation made by the Finance Committee to give the Clerk the power to spend money in any calendar month without prior approval of the Council to expediate payments, however £600 rather than £500.  
Proposed by Councillor Holt and seconded by Councillor J Whittaker - **It was resolved that the Clerk's Report be noted.**
- 05/04/24**      **Audit Checks**  
Members of the Committee picked various transactions to follow through the accounts:-  
(i) Bank payment of £7.43 made to Mr S Quantrill for Expenses - Mileage, approved on 9<sup>th</sup> January 2024 and paid on 10<sup>th</sup> January 2024.  
(ii) Bank receipt of £70 from The Cosy Cake Shop for Hanging Baskets received on 27<sup>th</sup> February 2024.

- (iii) Card payment of £172.80 made to Wix.com Ltd for Premium Plan on 13<sup>th</sup> February 2024. 43
- (iv) Cheque receipt of £140 from Albion Bakery for Hanging Baskets banked on 27<sup>th</sup> March 2024.
- (v) Bank payment of £48 made to Banner Business Solutions Ltd for Ink Cartridges, approved on 5<sup>th</sup> March 2024 and paid on 6<sup>th</sup> March 2024.
- (vi) Bank payment of £23.99 made to Banner Business Solutions Ltd for Paper, approved on 5<sup>th</sup> March 2024 and paid on 6<sup>th</sup> March 2024.

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

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

**06/04/24**

### **Financial Accounts**

#### **(i) Financial Report & Bank Reconciliation Statement for January 2024**

- The Clerk provided each member of the Committee with a copy of the Financial Report & Bank Reconciliation Statement for January 2024 for them to scrutinise. Proposed by Councillor J Whittaker and seconded by Councillor Holt - **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 2024.**

#### **(ii) Financial Report & Bank Reconciliation Statement for February 2024**

- The Clerk provided each member of the Committee with a copy of the Financial Report & Bank Reconciliation Statement for February 2024 for them to scrutinise. Proposed by Councillor J Whittaker and seconded by Councillor Holt - **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 2024.**

#### **(iii) Financial Report & Bank Reconciliation Statement for March 2024**

- The Clerk provided each member of the Committee with a copy of the Financial Report & Bank Reconciliation Statement for March 2024 for them to scrutinise. Proposed by Councillor J Whittaker and seconded by Councillor Holt - **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 2024.**

**07/04/24**

### **Budget Report**

Councillors were provided with a copy of the budget report for April 2023 to March 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 J Whittaker and seconded by Councillor Holt - **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.**

**08/04/24**

### **Annual Governance Statement - Assertions Review**

The Clerk had provided each councillor with a copy of the Annual Governance Statement - Assertions Review, and the form was completed after careful discussion by members of the Committee. Proposed by Councillor J Whittaker and seconded by Councillor Holt - **It was resolved that the Finance Committee should make a recommendation to Full Council that it approve the Annual Governance Statement - Assertions Review.**

**09/04/24**

### **Date, Time & Place of Next Meeting**

The next meeting of the Finance Committee is due to be held on Tuesday, 44  
23<sup>rd</sup> July 2024, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham  
Road, Epworth. Proposed by Councillor J Whittaker and seconded by  
Councillor Wilson - **It was resolved that the information be noted.**

**10/04/24**

**Closure of Meeting**

The Chairman declared the meeting closed at 7.51 pm.