



FINANCE COMMITTEE

Local Government Act 1972 section 101

Committee members: Cllr Johnson, Cllr Mitchell

Cllr Stewart, Cllr J Whittaker

EPWORTH TOWN COUNCIL

COVID-19 NOTICE

Government has legislated that as of 4th April 2020, Town Council meetings can now be held remotely via online video technology, to enable self-isolation and health and safety guidance to be adhered to during the COVID-19 pandemic. Epworth Town Council has chosen to use Zoom to facilitate meetings.

y Lodge
Burnham Road
Epworth
Nr. Doncaster
North Lincolnshire
DN9 1BY

Minutes of a Finance Committee meeting of Epworth Town Council held remotely via “zoom” on Tuesday April 28th at 7pm **Tel: (01427) 872086**

Public Participation session: In normal circumstances members of the public are welcome to address the meeting during public participation at 7pm; whilst Epworth Town Council supports the rights of people to do this, during the current covid-19 crisis, for health and safety reasons, and to ensure physical isolation guidance can be followed, meetings will be held digitally, via on-line technology. One member of the public was present but did not elect to speak

- 1. To record** the names of members present. Cllr J Whittaker presiding; Cllrs Johnson, Mitchell & Stewart; the clerk C Maguire was in attendance. Cllr J Whittaker recorded the meeting beginning at 7.05pm
- 2. To receive** apologies for absence. All present.
- 3. To receive declarations of interest** (*existence and nature with regard to items on the Agenda Localism Act 2011*). None declared.
- 4. To receive notification of dispensations** approved by the clerk with reference to items on the agenda (*Code of Conduct and Localism 2011*). None requested.
- 5. Internal Control: To receive** for approval and recommendation to full council the March 2020 account and budget sheets and copy bank statements. The clerk explained that the VAT correction was because 2 invoices had been paid on 1 cheque but only one lot of VAT accounted for, the correction was to re-claim the VAT. Proposed by Cllr Stewart seconded by Cllr Mitchel **RESOLVED** an accurate record to be presented to full council.
- 6. Internal control: To receive** the itemised budget report to March 2020; Year End Receipts and Payments sheet and copy of page 5 - the Accounting Statement of the Annual Return. Following brief discussion and explanations proposed by Cllr Stewart seconded by Cllr Johnson **RESOLVED** an accurate record to be presented to full council.
- 7. Annual Governance Statement** – Assertions April 2020 – to receive and discuss prior to presentation to full council. **NOTE:** these must be received and addressed with page 4 – Section 1, Annual Governance Statement being approved before page 5. Councillors received and discussed the document with all sections being **RESOLVED** “yes”. Copy to full council. Further proposed by Cllr Stewart seconded by Cllr Mitchell that once approved copies could be scanned, sent and signed **RESOLVED**.
- 8. Schedule of Assets 2020:** to receive the updated version reference line 9 on the accounting statement of the Annual Return. With the valuations of the buildings corrected back to their original figures, proposed by Cllr Stewart seconded by Cllr Mitchell **RESOLVED** schedule accepted.
- 9. Financial Regulations:** to receive and discuss possible amendments (continue with document from page 9 item 6.11 and to propose adoption (subject to further amendments) to allow internet banking. The committee talked through the remainder of the document, **RESOLVED** clerk to annotate and present to full council for adoption.

Clerk: Caroline Maguire Tel: 077343 86628
9 a.m. – 5.00 p.m. Monday – Friday
E-mail: epworth.council@btconnect.com



10. Financial Risk Assessment: to discuss in relation to all council risk assessment documents and the internal auditors report for 2019. Noted clerk to update e.g. risks associated with cancelled projects such as VE Day celebrations due to Covid-19.

11. VAT returns: to discuss checking of the VAT returns in light of covid-19 restrictions. The clerk suggested that the assistant clerk could check the VAT return not having had any input with the accounts. **RESOLVED** assistant clerk to check VAT returns councillors to double check in due course.

12. To resolve “items for facebook”. No items put forward.

To record the closure of the meeting at 8.04pm
cm04.05.20

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