

## EPWORTH TOWN COUNCIL

### Minutes of a Meeting of the Finance Committee held on Tuesday, 23<sup>rd</sup> January 2024, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

**01/01/24**      **Record of Members Present**

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

**02/01/24**      **Apologies for Absence**

There were no apologies.

**03/01/24**      **Declaration of Interest & Dispensations**

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

**04/01/24**      **Clerk's Report**

**Minute 06/11/23 Council Charges for 2024 / 2025 (i) Cemetery Charges**

- Full Council had agreed with the recommendations made by the Finance Committee for Cemetery Charges for 2024 / 2025.

**Minute 06/11/23 Council Charges for 2024 / 2025 (i) Hanging Baskets**

- Full Council had agreed with the recommendation made by the Finance Committee that the cost of a Hanging Basket for 2024 should be £35.

**Minute 07/11/23 Wages & Salaries for 2024 / 2025** - Full Council had agreed with the recommendation made by the Finance Committee that the wages for the Town Clerk & RFO, Groundsperson and the Cleaner be continued to be paid in accordance with the NJC Pay Scale for 2024 / 2025.

**Minute 08/11/23 Parish Precept for 2024 / 2025** - Full Council had set a precept of £81,859 rather than £84,305 for the financial year 2024 / 2025, and also agreed to accept a grant of £1,476 from North Lincolnshire Council.

**Minute 10/11/23 Savings Account** - Full Council had agreed with the recommendation made by the Finance Committee to open an Instant Access Savings Account with Unity Trust Bank with an initial deposit of £30,000.

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

**05/01/24**      **Audit Checks**

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

- (i) Bank receipt of £30 from Samuel Jacob Memorials for an Additional Inscription received on 3<sup>rd</sup> October 2023.
- (ii) Bank payment of £115.20 made to Axholme Pest Control for Mole Control, approved on 3<sup>rd</sup> October 2023 and paid on 5<sup>th</sup> October 2023.
- (iii) Bank receipt of £2,000 from North Lincolnshire Council for a grant towards the Defibrillator received on 14<sup>th</sup> November 2023.
- (iv) Card payment of £68 made to Dunelm (Soft Furnishings) Ltd for Blinds on 10<sup>th</sup> November 2023.

- (v) Cheque receipt of £54.00 from Doncaster & Rotherham Memorial Centre for the Erection of a Headstone and banked on 20<sup>th</sup> December 2023 and credited on 22<sup>nd</sup> December 2023.
- (vi) Bank payment of £36 made to ERNLLCA for Good Councillor training, approved on 5<sup>th</sup> December 2023 and paid on 11th December 2023.

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

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

06/01/24

### **Financial Accounts**

#### **(i) Financial Report & Bank Reconciliation Statement for October 2023**

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

#### **(ii) Financial Report & Bank Reconciliation Statement for November 2023**

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

#### **(iii) Financial Report & Bank Reconciliation Statement for December 2023**

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

07/01/24

### **Budget Report**

Councillors were provided with a copy of the budget report for April 2023 to December 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. 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 December 2023.**

08/01/24

### **Authorised Spend Limit**

At the last meeting of the Finance Committee held on Tuesday, 28<sup>th</sup> November 2023, it decided to defer this item to give councillors more time to consider it. Members reviewed the authorised amount which could be spent by the Clerk and under what circumstances. Proposed by Councillor Finch and seconded by Councillor Holt - **It was resolved that a recommendation be made to Full Council to give the Clerk the power to spend up to £500 in any calendar month without prior approval of the Council to expediate payments - all expenditure to be reported to the next meeting of the Council.**

**09/01/24**      **Date, Time & Place of Next Meeting**

The next meeting of the Finance Committee is due to be held on Tuesday, 23<sup>rd</sup> April 2024, at 6.45 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.**

**10/01/24**      **Closure of Meeting**

The Chairwoman declared the meeting closed at 8.07 pm.