

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Finance Committee held on Tuesday, 17th October 2023, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

01/10/23 **Record of Members Present**

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

02/10/23 **Apologies for Absence**

There were apologies from Councillor Stewart - other commitments.

03/10/23 **Declaration of Interest & Dispensations**

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

04/10/23 **Clerk's Report**

Minute 08/07/23 Financial Accounts (i) Financial Report & Bank Reconciliation Statement for April 2023 - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Reconciliation Statement for April 2023.

Minute 08/07/23 Financial Accounts (ii) Financial Report & Bank Reconciliation Statement for May 2023 - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Reconciliation Statement for May 2023.

Minute 08/07/23 Financial Accounts (iii) Financial Report & Bank Reconciliation Statement for June 2023 - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Reconciliation Statement for June 2023.

Minute 09/07/23 Budget Report - Full Council had agreed with the recommendation made by the Finance Committee with amendments and approved the Budget Report for April 2023 to June 2023.

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

05/10/23 **Audit Checks**

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

- (i) Bank receipt of £30 from Godiva Hair Extensions for a Hanging Basket and received on 4th July 2023.
- (ii) Card payment of £4.38 made to W Boyes & Co Ltd for Pen & Ink Cartridges on 16th July 2023.
- (iii) Bank payment of £83.40 made to Complete for Paper & Ink Cartridges, approved on 8th August 2023 and paid on 9th August 2023.
- (iv) Bank receipt of £121 from R Wallace & Son Ltd for Burial of a Body and received on 14th August 2023.
- (v) Bank payment of £58.18 made to ERNLLCA for Good Councillor Guide to Employment, approved on 5th September 2023 and paid on 6th September 2023.

- (vi) Cheque receipt of £243 from Mr W F Tame for Purchase of Exclusive Right and banked on 27th September 2023.

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

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

06/10/23

Financial Accounts

(i) Financial Report & Bank Reconciliation Statement for July 2023

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

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

- The Clerk provided each member of the Committee with a copy of the Financial Report & Bank Reconciliation Statement for August 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 August 2023.**

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

- The Clerk provided each member of the Committee with a copy of the Financial Report & Bank Reconciliation Statement for September 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 September 2023.**

07/10/23

Budget Report

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

08/10/23

Date, Time & Place of Next Meeting

The next meeting of the Finance Committee is due to be held on Tuesday, 21st November 2023, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor Finch and seconded by Councillor Holt - **It was resolved that the information be noted.**

09/10/23

Closure of Meeting

The Chairwoman declared the meeting closed at 8.14 pm.