



## WINCANTON TOWN COUNCIL

### MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT 7PM ON TUESDAY 3<sup>RD</sup> AUGUST 2021 AT THE TOWN HALL

**IN ATTENDANCE:** Jo Swift, locum Clerk and Councillor V Vagg.

**MEMBERS PRESENT:** Councillors Cole, Hix, Ralph and Shelbourn-Barrow.

**PUBLIC PARTICIPATION** – there was no public participation.

01-22

#### **ELECTION OF CHAIRMAN 2021/2022**

**Resolved** – that Councillor Shelbourn-Barrow is appointed as the Chairman for the municipal year 2021/22

02-22

#### **ELECTION OF VICE- CHAIRMAN 2021/2022**

**Resolved** – that Councillor Hix is appointed as the Vice-Chairman for the ensuing municipal year.

03-22

#### **APOLOGIES**

**Resolved** – that the reason given for the apologies from Councillor Thomas were accepted.

04-22

#### **DECLARATIONS OF INTEREST**

There were none.

05-22

#### **MINUTES OF THE PREVIOUS MEETING**

Queries raised at the last meeting held on 18<sup>th</sup> January 2021 were answered as per the minutes that the Chair said that the questions would be answered at the next Finance Committee meeting.

*A member of the public asked why working group meetings were not held in public – there is no legal requirement for members of the public to be present at working parties/group and it is not normal practise for them to be present. A working party has no power to make decisions and is set up to report back to the full Council or a committee where members of the public can be present. Working Parties/groups meetings are informal and whilst they are not open to the public members of the public can be **invited** to participate in certain situations.*

*Where cheque lists and quarterly budget information could be found – financial information can be found on the website, it is presently being brought up to date as during the period of no staff this was not regularly updated.*

*Whether the Town Council was subject to any additional fees from the External Auditor in relation to the 2019-20 Annual Governance and Accountability Return (AGAR) and why the end of the Planning Committee meeting had been edited. The Locum Clerk said that, as per her previous email to the member of the public, the External Auditor had not yet sent its report in relation to the 2019-20 AGAR and that, if any additional fees had been incurred, an invoice would likely be received with the report – this has been covered in recent meetings.*

*Why the end of the Planning Committee meeting had been edited – there was no editing undertaken.*

**Resolved** – that the minutes of the meeting held on 18<sup>th</sup> January 2021 were approved.

07-22

### **RESERVES POLICY**

**Resolved to recommend** – that the Financial Reserves policy is approved.

08-22

### **EARMARKED RESERVES**

It was reported that there should be some CIL money to come, the locum clerk to provide an update when available.

**Resolved to recommend** – that the £14,493, which was never paid for the Car Park compensation in the last financial year, is moved to the earmarked reserves.

09-22

### **NAT WEST BANK ACCOUNT**

**Resolved to recommend** - that all the Nat West accounts are closed, and a savings account is opened with Unity Trust

10-22

### **FINANCIAL REPORTS**

It was agreed that the Finance and General Purposes committee would like to see reports, as per the Financial Regulations, for explanations as to why the budget has gone over 15% or over £100.00.

It was also agreed that the committees that had a budget receive financial information at their meetings to enable them to monitor the expenditure/budget.

11-22

### **FUTURE MEETINGS**

**Resolved to recommend** to move the Finance and General Purposes committee meetings to quarterly as below to enable the committee to review the quarterly budgets and monitor expenditure as laid out in the Financial Regulations.

Qtr. 1 April to June – meeting to be held in July

Qtr. 2 July to September – meeting to be held in November (to approve the draft budget for recommendation to the December full Council meeting)

Qtr. 3 October to December – meeting in January

Qtr. 4 January to March – meeting in April (end of year accounts)

12-22

### **NAT WEST BANKING BREACH**

£200 has been received from Nat West in respect of the breach.

**Resolved** - It was agreed to close the matter as the Council are going to move away from Nat West bank by closing all the accounts.

13-22

### **DATE OF NEXT MEETING**

**Resolved** – that subject to full Council approval, the next meeting will be held in November, date to be confirmed.

The meeting closed 20:05

Signed ..... Date .....

DRAFT