



WINCANTON TOWN COUNCIL

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT 7PM ON TUESDAY 27th JANUARY 2022 AT THE TOWN HALL

IN ATTENDANCE: Kathy McCarthy, RFO/Committee Clerk and Jo Swift, Locum Clerk

MEMBERS PRESENT: Councillor Shelbourn Barrow (Chair) and Councillors Hix and Ralph.

PUBLIC PARTICIPATION – there were two members of the public.

The Chair welcomed everyone to the meeting and introduced Kathy McCarthy, the new Responsible Finance Officer and Committee Clerk.

The Chair then allowed a public open session. A question was asked about the threshold for reporting expenditure. It was explained that the recent practice of only reporting expenditure over £500 was due in part to time restraints and in future all expenditure will be reported.

- 14-22 **APOLOGIES**
Resolved – that the reason given for the apologies from Councillor Thomas were accepted.
- 15-22 **DECLARATIONS OF INTEREST**
There were none.
- 16-22 **MINUTES OF THE PREVIOUS MEETING**
Resolved – that the minutes of the meeting held on 3rd August 2021 were approved.
- 17-22 **FINANCES - QUARTER 3 - OCTOBER TO DECEMBER 2021**
The quarterly report was presented by the Locum Clerk and questions answered. The Chair suggested that additional cost codes would be helpful to identify items in more detail. It was stated that further codes have been incorporated for the forthcoming financial year and the code for “other costs” has been removed.

Variations from the budget were discussed and noted. It was suggested and agreed that variations shown on future budget reports will be colour coded.

18-22 **INTERNAL AUDIT REPORT**

A written report had been prepared by the Locum Clerk to note the receipt of the Internal Audit report for 2021-22 and to note the actions that need to be taken by officers of the council in relation to that report. It was noted that under People - action plan the recruitment of a Responsible Finance Officer should read January 2022. Points raised included transparency awareness, the need for a robust Corporate Plan, and urgency with regards to the updating of the Asset Register. The need for meeting the deadlines as suggested in the report was discussed, with priority given for updating and approval of the Risk Assessment and Asset Register by 31st March 2022 to comply with the External Auditor deadlines. It was agreed that the action plan required a deadline with a named person for each action and colour coded for pending or completed tasks, with risks escalated to the finance committee and to Full Council.

Resolved - that all actions to be completed by 31st May 2022.

19-22 **IT System**

a. **Resolved** – To note that the current communication systems need to be reconsidered and to delegate authority to officers to undertake a tender process to find a suitable IT support company to host the network and e-mail system.

b. It was reported that the current mobiles purchased through Tesco were proving unsuitable. However, to cancel early would incur a £60 penalty per phone.

Resolved – That officers research new mobile phone contracts as an immediate action, and for the current broadband/wifi and land line phone contract to also be considered at the same time. Officers to report back to Full Council.

20-22 **DATE OF NEXT MEETING**

Resolved – The next meeting will be held on Tuesday 12th April 2022.

The meeting closed 19.40

Signed

Date