Minutes of the Finance, Funding and Grants Committee on Tuesday 2nd April 2019

Present: Cllr Rigby (Chair), Cllr Alan Wellman, Cllr Hewer, Cllr Hulcup, Cllr Brady, Cllr Platts and Mrs. Cat Crompton (Clerk)

1. **No apologies were received**

2. **Cllr Rigby declared an interest in the Internal Audit section 6.2**

3. Resolution Cllr Hewer proposed, Cllr Rigby seconded and it was unanimously **RESOLVED** to accept the Minutes of the Meeting held on 15th January 2019 as a true and accurate reflection of the meeting and following 3 minor amendments were duly signed.

4. **Clerks Report and Action Point update from 15th January 2019**

4.1 Action
- Clerk to go back to the Cotswold Hall with the original application and explain that we need an indication of how much they are looking for. We are aware that their original fundraising needs have changed and the application form does not detail the figure requested.

4.2
- It was noted that the 2019 -2020 figure for the Grounds Maintenance contract is £12,577 plus VAT. This figure is a 2% uplift on last year and includes three new areas that were added in last year

Action
- Clerk to send Joseph Walker the invoices for the Play Area so this can be signed off in regards the Community Funding amount

Action
- Clerk and Cllr Hewer to complete the Nationwide application form

4.3
- Cllr Platts confirmed that the NAS is backed up manually and kept off site. However, this is a time-consuming process and could be done automatically overnight.

Action
- Cllr Platts to investigate and recommend an automatic back up system

4.4
- The Model Publication scheme has been completed and will be reviewed at July's Finance meeting

Action
- Clerk to add it onto July's agenda

5. **Financial Business**

5.1
- Councilors reviewed this year's payments and receipts from 1st April 2018 – 27th March 2019 and agreed the following: payments to Payroll lady to remain in Audit and legal: Netgear purchase voucher 352 to be included under Equipment Purchases and not IT Support: Eset Renewal voucher 271 to be under IT Support and voucher 364 Clerk overtime to be moved to Staff Salaries instead of NDP

Action
- Clerk to amend the cost centres on these vouchers as agreed

5.2
- The Petty cash was discussed as there are two amounts, one for Town Council and one for the Centre

Action
- Clerk to check what Westwoods petty cash is used for to see if it can be managed differently

5.3
- Councilors reviewed the Year to Date statement for 2018 – 2019 from 1st April 2018 – 27th March 2019 and would like the report format to be checked. The current budget columns and cumulative totals are not clear on the automatically generated report. The cumulative columns do not affect the figures processed but the totals are not clear.

Action
- Clerk to ask Scribe for advice.

Action
- Clerk to ensure amounts are brought forward to next year's accounts on the zip wire, play area and youth activities cost centres.

5.4
- The Committee acknowledged and thanked Cllr Hewer for her work on checking the accounts

Action
- Clerk to write up a summary sheet on these checks for audit purposes

5.5
- Clerk to add new checker needed onto the July meeting

5.6
- The External Audit submission dates have been published

Action
- Clerk to confirm actual date for our submission and complete relevant paperwork by the deadline

5.7 Resolution
- Cllr Rigby proposed, Cllr Hulcup seconded and it was unanimously **RESOLVED** to approve the list of Direct Debits and Standing Orders for 2019 - 2020

Action
- Clerk to ensure that all Elite bills are paid manually and to remove the current one set up on DD. Southern Electric to be kept on Direct Debit as we are now giving monthly reading

Resolution
- Cllr Hulcup proposed, Cllr Brady seconded and it was unanimously **RESOLVED** to add the final Playquest bill to the published list of bills

Action
- Clerk to process all the payments

Supplier	Service	Amount	Invoice	Authority
Mustoes Haulage	Winter preparation	£810.00	7956	LGA 1972 s.11
Sweetfuels	Oil for Westwoods	£1,312.50	1219508	LG (MP)A 1976 s.19
Amanda King	Cleaning for Westwoods	£180.00	130305	LG (MP)A 1976 s.19
Playquest Ltd	Zip wire balance	£8,400	8496	LG(MP)A1976 s.19

6. **Matters for Decision**

6.1 Resolution
- Councillors considered the request of £250 from Rotary Club of the North Cotswolds to fund a drama workshop at Northleach School to assist the Year 6 transition to Secondary School. Cllr Alan Wellman proposed, Cllr Brady seconded and it was unanimously **RESOLVED** to donate £250

Action
- Clerk to update the Rotary Club and make the payment

6.2
- The Committee considered alternative internal auditors and discussed the supplier for 2019 -2020.

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	• There are advantages to having a mid-year review and it was agreed that the Council should do this
Resolution	• Cllr Brady, Cllr Platts seconded and it was unanimously **RESOLVED** to engage Bridget Bowen
Action	• Clerk to engage her services and complete the paperwork
6.3	• Councillors considered personal membership of Society of Local Council Clerks (SLCC) at a cost of £233 annual membership and £15 joining fee to support the Clerk's role, it is the professional body for Clerks and helps with advice and useful document and legal advice
Resolution	• Cllr Alan Wellman proposed, Cllr Rigby seconded and it was unanimously **RESOLVED** to enroll the Clerk
Action	• Clerk to ask the other Council she works for if they will share the cost
7.	**Matters Affecting Council Employees**
7.1	• An update on Appraisals for Supervisor and Administration Assistant was discussed
Action	• Clerk to organise dates for the appraisals with a member of Staffing Sub Committee to support
7.2	• The Committee acknowledged the new NJC pay scale for all staff from April 1st 2019
Action	• Clerk to update PAYE lady with new salary scales and any tax codes changes
8.	**There were no matters for Information**
9.	**Items for Future Meetings listed above**
10.	**Date and Time of Next Meeting – Tuesday 9th July 2019**

There being no further business, the meeting closed at 8.50 pm

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