

NORTHLEACH WITH EASTINGTON TOWN COUNCIL

Finance and General Resources Committee

Minutes of the meeting held on 12th October 2021 at 7pm
at the Westwoods Centre, Northleach

Committee Members Present: Cllrs Mark Ogden (Committee Chairman), Brian Hulcup, and Rob Platts.

In Attendance: Ms Pauline Rigby (Clerk/RFO) and Cllr Valerie Glynn as an observer

1. Apologies for Absence

There were no apologies for absence.

2. Declarations of Interest

There were no declarations of interest at this point in the meeting.

3. Confirmation of Minutes

It was RESOLVED that the minutes of the meeting of the Finance & General Resources Committee held on 11 August 2021 be confirmed and signed as a true record.

4. Action Point Update

The Town Clerk presented the report.

New direct debit mandates were signed for Cathedral Leasing, Grondon Waste Management, and EDF to change payment source from the Westwoods account to the current account.

Questions were raised about marketing of the Westwoods. It was explained that there had been no marketing during the pandemic, but the centre has been advertised as a wedding venue in the past. It was suggested this is explored further during the strategy session.

5. Financial Reports

5.1 Committee reviewed the quarterly receipts and payments detail to 30 September 2021.

5.2 Committee reviewed the budget monitoring report. It was agreed to move income from the playground training course from the cost code 'Other income' to 'Staff Training' to show the overall cost to the council. The Clerk suggested that money is moved from the 'Routine maintenance' budget heading to 'Repairs and improvements' to cover the overspend on this code arising from the new hall LED lights and this was agreed.

5.3 The bank reconciliation to 30 September 2021 showing balances of £172,695 was approved and signed by the Committee Chairman.

5.4 Cllr Ogden had undertaken the quarterly internal control checks for April-June 2021 on 17 August and found no issues to report. Clerk to liaise with Cllr Ogden over the checks for the next quarter.

6. Grant Applications

Cllr Ogden declared an interest in the grant application from Carbon Neutral Northleach group on the basis that he is the group's Treasurer. The committee would become inquorate if he left the room so it was agreed that the application would be put forward for consideration by Full Council on 20 October.

7. Strategic Risk Register

The Clerk gave a verbal update on two of the outstanding actions in the register:

- The Council had previously agreed expenditure on office furniture to adapt the Tayler Room for use as an office. The price of the tambour cupboard had increased by £150 since and despite shopping around a better option had not been identified. As it was still within the approved amount, the committee agreed that the Clerk could proceed with the purchase.
- Advice has been received from HM Land Registry on the process for first registrations of land and staff feel that the more straightforward applications could be lodged directly. There would be a £30 application fee plus the cost of an ID check. Correcting anomalies in the registration of the King George V Playing Field would require legal advice from a solicitor experienced in Charities Law.

8. Policies:

8.1 A new policy had been proposed to clarify when the Council debit card could be used.

It was RESOLVED that the Council Debit Card Policy be adopted.

8.2 The Clerk presented amendments to the Treasury Management Policy. It was noted that the interest rate on the Nationwide Savings Account is currently 0.05%.

It was RESOLVED that the Treasury Management Policy as amended be approved.

The Clerk reported that £10,000 has been transferred from the current account to the deposit account in accordance with the policy.

9. Employment Matters

Clerk gave a verbal update on staffing matters.

Lone working was discussed.

It was noted that the furlough scheme has ended. The Clerk reported that most of the regular hirers have returned to the Westwoods Centre and the supervisor is working his full hours again.

10. Items for Future Meetings

Budget setting in January already noted.

11. Date of Next Meeting

The next meeting of this committee is scheduled to be held on Tues 11 January 2022, 7pm.

The meeting closed at 8:10 pm

Signature of the Chairman on approval of the minutes: _____