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Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 8 March at 7.00pm using Zoom digital platform

**To be approved at Finance and Corporate Governance meeting to be held 12th April 2021**

**Present:** Councillor Hardwick, Councillor Eyre, Councillor M Biscomb, Councillor Kelly Councillor Bate and Debi Meir (Clerk)

**079/2021. Apologies**

a) To note apologies received and approve any reasons for absence

Apologies were received from Councillor Foley and **it was resolved** to approve the reason for absence.

**080/2021. To Note any Declarations of Interest**

a) To note declarations of interest not already declared under members code of conduct or members register of disclosable pecuniary interests

None

b) To approve dispensation requests

None

**081/2021. Meeting of Finance and Corporate Governance Committee held 8 February 2021**

a) To approve minutes of the meeting of Finance and Corporate Governance Committee held 8 February 2021 as a true and accurate record of that meeting

**It was resolved** to approve minutes of the meeting of Finance and Corporate Governance Committee held 8 February 2021 as a true and accurate record of that meeting

**082/2021. Finance and Corporate Governance Administration**

a) To receive an update on the bank mandate

The bank has not raised any issues with the mandate submitted so it is assumed that it has been actioned.

b) To receive an update on debit card

The application form has been submitted but it has not yet been received.

- c) To receive an update on online banking

The application needs to be made by a bank signatory. Councillor Eyre agreed to take this forward.

- d) To receive an update on the appointment of an internal auditor

Three quotes for the provision of Internal Audit were considered and **it was resolved** to recommend to full council the appointment of Town Parish Audit to undertake this year's audit.

#### **083/2021. Grant Applications**

- a) To review any new grant applications to be considered by full council on 18<sup>th</sup> February 2021

None received

#### **084/2020. Internal Controls**

- a) To review the accounts for payment and resolve to recommend payment for the accounts for payment at the full council meeting on 18<sup>th</sup> March 2021

**It was resolved** to recommend the accounts for payment to full council.

1.1	Eventbrite - NALC event for Cllrs M Biscoomb & J Almond	£77.86
1.2	Caretakers Mileage claim	£5.40
1.3	Councillor M. Biscoomb Expenses	£598.49
1.4	Clerks expenses	£13.25
1.5	Councillor M Eyre expenses	£9.35

- b) To review the wage slips and pension record and confirm their accuracy

**It was resolved** to confirm the accuracy of the wage slips and pension record

7.1	Salaries	£1,502.88
7.2	Pension	£89.94
7.2	HMRC Quarter 4	£9.51

- c) To receive an update from the cheque book holder on correct completion of cheques

Cllr Hardwick confirmed that all cheques had been completed correctly

- d) To review the cashbook and resolve to approve its accuracy

**It was resolved** to approve the accuracy of the cashbook

- e) To review the bank reconciliation with the bank statement and resolve to approve its accuracy

The review was not completed. To carry forward to next month's meeting

- f) To receive an update on receipts and consider further action where necessary  
An update on receipts was received as per the accounts for payments:

6.1	LCC - Ward Cllrs Food Bank donation	£1500.00
6.2	Defibrillator Donation	£110.40

- g) To receive an update on VAT from the Clerk

No VAT return has been completed this year. The Clerk will prepare one for approval at next month's meeting.

- h) To review the caretakers petty cash transactions

It was resolved to approve the accuracy of the petty cash transaction.

Date	Voucher	Item	Cash in	Cash out	Balance
		B /F			100.00
12/02/2021	PC01	Petrol		9.67	90.33

#### 085/2020. Next Meeting

- a) To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- To review budgets for 2021/22
  - Scheme of delegated powers
  - Conducting meetings when power to hold remote meetings ends in May
- b) To confirm date of next meeting of Finance and Corporate Governance Committee as Monday 12<sup>th</sup> April at 8pm

It was resolved to confirm date of next meeting of Finance and Corporate Governance Committee as Monday 12<sup>th</sup> April at 8pm

Meeting closed 7:30pm