



FINANCE COMMITTEE

Local Government Act 1972 section 101

Committee members: Cllr Johnson, Cllr Mitchell

Cllr Stewart, Cllr J Whittaker

EPWORTH TOWN COUNCIL

Minutes of a Finance Committee meeting of Epworth Town Council held on
Wednesday May 29th 2019 7pm at Cemetery Lodge.

**Cemetery Lodge
Burnham Road
Epworth
Nr. Doncaster
North Lincolnshire
DN9 1BY**

Tel: (01427) 872086

The following paragraphs were taken as read.

Public Participation session: Residents are invited to give their views and question the Town Council on issues on this agenda or, issues for future consideration.

(Members of the public are reminded that each presentation should take no more than three minutes).

This Council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting by means of the recording and expresses hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of any member of the public who may be present who do not wish to be filmed or recorded.

1. **To elect** a Committee Chairman: Cllr Mitchell proposed Cllr J Whittaker, seconded by Cllr Stewart and **RESOLVED** Cllr J Whittaker as Committee Chairman.
2. **To record** the names of members present. Cllrs: J Whittaker, Johnson, Mitchell and Stewart.
3. **To receive** apologies for absence. All present.
4. **To receive declarations of interest** (*existence and nature with regard to items on the Agenda Localism Act 2011*). None declared.
5. **To receive notification of dispensations** approved by the clerk with reference to items on the agenda (*Code of Conduct and Localism 2011*). None requested.
6. **Internal Control: To receive** for approval and recommendation to full council the April 2019 account and budget sheets and copy bank statements. NOTE: clerk to correct the date on the first entry on the account sheet; proposed by Cllr Stewart seconded by Cllr Mitchell **RESOLVED** item for presentation to full council
7. **Internal control: Assets for Insurance:** to receive an amended copy of the list reference line 9 of the Annual Return. NOTE: Amend to “**Assets for line 9 Annual Return**”. New documentation to include purchase of new computer, clerk to amend format; buildings to be re-valued for insurance. Proposed by Cllr Stewart seconded by Cllr Mitchell **RESOLVED** for presentation to full council.
8. **Internal control: Financial year end:** to receive a copy of page 5, section 2 the Annual Accounting Statement with copy of advice from PKF Littlejohn; (supporting documents – March 2019 account sheets, copy bank statements, March 2019 Receipts & Payments sheet, bank reconciliation pro-forma & explanation of variances). NOTE: clerk to number documents for committee in addition to full council. Clerk to re-format explanation of variances. Proposed by Cllr Stewart seconded by Cllr Mitchell **RESOLVED** documents for full council as presented.
9. **Internal Control: Financial Risk Assessment:** to receive an updated version of the Finance Committee risk assessment for review and possible amendment. NOTE: council debit card entered as new risk. Proposed by Cllr Stewart seconded by Cllr Mitchell **RESOLVED** noted and signed by Committee Chairman.
10. **Internal Control: Internal Audit Report:** to receive a copy of the internal audit report for March 2019 for discussion on the implementation of recommendations. NOTE: clerk to work through items create separate list and report back to committee in 3 months. Proposed by Cllr Mitchell to accept recommendations.
 1. Clerks mileage to be added to salaries and associated costs – already done
 2. Section 137 grants to include Poppy wreaths and other payments – in progress
 3. Key tasks – clerk to present DRAFT document (WIP) to next committee meeting

Clerk: Caroline Maguire Tel: 077343 86628
9 a.m. – 5.00 p.m. Monday – Friday
E-mail: epworth.council@btconnect.com



4. Cheque stubs should be and usually are signed.
5. Ecclesiastical Charities - clerk to ask for further clarification from ERNLLCA
6. VAT – general comment – seek advice if required
7. Committees to receive and sign appropriate risk assessments
8. KHC inspection sheets; additional column already added to sheets reference date required works have been done.
9. Assets Inspection: additional list required for street furniture with quarterly inspection record.
10. Electronic Data: advice required on data storage, query encryption. Cost for advice – manage through Finance Committee.

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Cllr Mitchell declared a personal interest

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11. NLC grant conditions: council to consider all aspects of conditions prior to accepting the precept grant – risk of “grant” portion being re-claimed by NLC if conditions not met.
12. Income: cash and cheques (mainly for hanging baskets) consider invoicing.
13. VAT: general comment - consider obtaining guidance if required.
14. Employee conditions and salary awards; clerk now keeping copies of pay slips and signed record of salaries information
15. Pensions; council to be aware of statutory conditions and regulations (e.g. in relation to new assistant clerk)
16. Asset register – change of format required. Already reviewed annually (if not more often)
17. Receipts & Payment of annual accounts to be maintained
18. Minutes; all pages to be initialled with last page of each set signed and dated (rare occasion found not to have been done)

Seconded by Cllr Stewart **RESOLVED** Internal Audit Report noted.

11. **Water Bowser:** to receive information on a replacement water bowser for recommendation to full council to authorise purchase ASAP. Problem had been with battery and charger, annual service required. Cannot rely on volunteers. Proposed by Cllr J Whittaker seconded by Cllr Mitchell not to purchase new bowser but to book existing bowser in for a service (clerk to make enquiries of Torne Valley re cost and time required for servicing) **RESOLVED**
12. **To resolve** “items for facebook” None
13. **To record** the closure of the meeting at 8.11pm

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