

## EPWORTH TOWN COUNCIL

### Minutes of a Meeting of the Finance Committee held on Monday, 23<sup>rd</sup> January 2023, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

- 01/01/23**      **Record of Members Present**  
The following councillors were present: Councillors Finch (Chairwoman) and J Whittaker, and also Councillor R Whittaker who was substituting for Councillor Stewart.
- 02/01/23**      **Apologies for Absence**  
There were apologies from Councillor Stewart - ill.
- 03/01/23**      **Declaration of Interest & Dispensations**  
(i) No declarations of interest were made.  
(ii) No dispensations had been granted.
- 04/01/23**      **Clerk's Report**  
**Minute 06/11/22 Council Charges for 2023 / 2024**  
**(i) Cemetery Charges** - Full Council had agreed with the recommendation made by the Finance Committee for Cemetery Charges for 2023 / 2024.
- Minute 07/11/22 Wages & Salaries for 2023 / 2024** - Full Council had agreed with the recommendation made by the Finance Committee that the wages for the Town Clerk & RFO, Groundsperson and the Cleaner be continued to be paid in accordance with the NJC Pay Scale for 2023 / 2024.
- Minute 08/11/22 Parish Precept for 2023 / 2024** - Full Council had set a precept of £76,176 - £500 more than that recommended by the Finance Committee and also agreed to accept a grant of £1,699 from North Lincolnshire Council for the financial year 2023 / 2024.
- Proposed by Councillor J Whittaker and seconded by Councillor C Finch  
- **It was resolved that the Clerk's Report be noted.**
- 05/01/23**      **Audit Checks**  
Members of the Committee picked various transactions to follow through the accounts:-
- (i) Direct debit payment of £1 made to Scottish Power for Electricity on 1<sup>st</sup> October 2022.
  - (ii) Bank receipt of £54 from Samuel Jacob Memorials Ltd for an Additional Inscription and received on 21<sup>st</sup> October 2022.
  - (iii) Bank payment of £160.80 made to Flying Colours Flagmakers Ltd for a flag and pole on 15<sup>th</sup> November 2022.
  - (iv) Direct debit payment of £15.96 made to Everflow Water for Water Rates on 28<sup>th</sup> November 2022.
  - (v) Bank payment of £115 made to J T Building & Joinery Services Ltd to Gain Access and Replace Door Lock, approved on 6<sup>th</sup> December 2022, and paid on 8<sup>th</sup> December 2022.
  - (vi) Bank receipt of £216 from R Wallace & Son Ltd for the Burial of a Body and received on 15<sup>th</sup> December 2022.

All the relevant paperwork and associated documents were found to be correct.

Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that this be noted.**

06/01/23

**Financial Accounts**

**(i) Financial Report & Bank Reconciliation Statement for October 2022**

- The Clerk provided each member of the Committee with a copy of the Financial Report & Bank Reconciliation Statement for October 2022 for them to scrutinise. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the Finance Committee should make a recommendation to Full Council that it should approve the Financial Report & Bank Reconciliation Statement for October 2022.**

**(ii) Financial Report & Bank Reconciliation Statement for November 2022**

- The Clerk provided each member of the Committee with a copy of the Financial Report & Bank Reconciliation Statement for November 2022 for them to scrutinise. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the Finance Committee should make a recommendation to Full Council that it should approve the Financial Report & Bank Reconciliation Statement for November 2022.**

**(iii) Financial Report & Bank Reconciliation Statement for December 2022**

- The Clerk provided each member of the Committee with a copy of the Financial Report & Bank Reconciliation Statement for December 2022 for them to scrutinise. Proposed by Councillor Finch and seconded by Councillor J Whittaker - **It was resolved that the Finance Committee should make a recommendation to Full Council that it should approve the Financial Report & Bank Reconciliation Statement for December 2022.**

07/01/23

**Budget Report**

Councillors were provided with a copy of the budget report for April to December 2022, and the Clerk went through the figures in the report and answered any queries raised by councillors to do with variances between the budgeted and actual figures. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the Finance Committee should make a recommendation to Full Council that it should approve the Budget Report for April to December 2022.**

08/01/23

**Date, Time & Place of Next Meeting**

The next meeting of the Finance Committee is due to be held on Tuesday, 18<sup>th</sup> April 2023, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor Finch and seconded by Councillor J Whittaker - **It was resolved that the information be noted.**

09/01/23

**Financial Regulations**

The Clerk provided each member of the Committee with a copy of the Council's financial regulations and also a copy of NALC's model set of financial regulations. Proposed by Councillor Finch and seconded by Councillor J Whittaker - **It was resolved that the Clerk be asked to compare the Council's financial regulations with the model set of financial regulations and put it before Full Council.**

10/03/23

**Closure of Meeting**

The Chairwoman declared the meeting closed at 8.26 pm.