

Garstang Town Council

Minutes of the Virtual Finance Committee Meeting held on 14 July 2020, 7.30pm

Present - Cllrs Allan, Halford, Mitchell, Pearson and Ryder

001(2020-21) Appointment of Chairman and Deputy Chairman

Resolved: Cllr Halford was appointed Chairman and Cllr Pearson was appointed deputy Chairman for the new Civic Year.

002(2020-21) Apologies

None

003(2020-21) Declaration of Interests and Dispensations

None

004(2020-21) Public participation

There were no members of the public attending the meeting.

005(2020-21) Receipts & payments account year 2020/21

The Committee were asked to approve the following:

- a) Bank reconciliation year ending 30 June 2020 for the 4 cashbooks (copies of bank statements have been included).
- b) Summary receipts & payments to 30 June 2020.
- c) Detailed receipts & payments budget report (1 April 2020 to 30 June 2020)
- d) List of receipts & payments from the 4 cashbooks (1 April 2020 to 30 June 2020)

The Clerk had provided the Committee with a statement of receipts and payments for the quarter under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget.

A copy of the cashbook had also been circulated.

Resolved:

- a) Bank reconciliation month ending 30 June 2020.
Resolved: The bank reconciliations for the 4 cash books were approved.
- b) Summary receipts & payments (1 April 2020 to 30 June 2020)
Resolved: The summary receipts & payments report (1 April 2020 to 30 June 2020) was approved.
- c) Receipts/Payments by budget report (1 April 2020 to 30 June 2020)
Resolved: The receipts/payments by budget report was approved.
- d) List of receipts and payments from the 4 cashbooks (1 April 2020 to 30 June 2020)
Resolved: The list of payments and receipts from the 4 cashbooks (1 April 2020 to 30 June 2020) were approved.

006(2020-21) New model Financial Regulations

The Clerk/RFO had circulated the email of 26/05/2020, which referred to the Finance Committee review of Financial Regulations.

Cllrs were asked to consider the draft 2020 Garstang Financial regulations and make recommendations to Full Council.

Resolved: The Committee reviewed the proposed new Garstang Financial regulations and made recommendations and comments for the Clerk/RFO to incorporate into the document. The committee **further resolved** that the recommendations be made, put forward to the Chair & Deputy Chair to review and approve, and bring to Full Council on 17 August for approval.

007(2020-21) Risk assessment, quarterly review

The Committee considered the risk register (V1.11) and reviewed points 2 and 18.

Resolved: The Committee agreed that at both points 2 and 18, the 'control' column should detail 'to comply with Financial regulations'.

008(2020-21) Asset register

The Committee considered the asset register (V1.16).

Resolved: The Committee approved the addition of the Kepple Lane goal posts, understanding that the Clerk/RFO was to seek an exact value. The Committee **further resolved** that:

- a) Item 31 should detail 'scrapped'
- b) Item 056 and 057 should detail 'held by the Town Council' in the Identification column
- c) Items 063 to 072 should detail 'Council' in the Custodian column

009(2020-21) Date of next meeting

Tuesday 13 October 2020

Meeting finished at 20.30