



Garstang Town Council

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Finance Committee Meeting, 27th April 2021 Minutes

Minutes of the virtual Finance Committee meeting, held on 27 April 2021, 7.30pm.

Present

Chairman: Cllr Halford

Councillors present: Allan, Atkinson, Halford, Mitchell and Pearson (joined at minute 35(2020-21) part a)

Also present: Town Clerk/RFO Edwina Parry

32(2020-21) Apologies for Absence

None

33(2020-21) Declaration of Interests and Dispensations

Councillor Atkinson declared an 'other interest' for agenda items related to Kepple Lane Park. Councillor Atkinson is a Trustee of Kepple Lane Park Trust.

34(2020-21) Public Participation

There were no members of the public present at the meeting.

35(2020-21) Receipts and payments account year end 2020/21 (Q4)

a) Bank reconciliation year ending 31 March 2021 for the 4 cashbooks (copies of bank statements had been included).

Resolved: The bank reconciliations for the 4 cash books were approved.

b) Summary receipts & payments to 31 March 2021.

Resolved: The summary receipts & payments report (1 April 2020 to 31 March 2021) was approved

c) Detailed receipts & payments budget report (1 April 2020 to 31 March 2021).

Resolved: The receipts & payments by budget report (1 April 2020 to 31 March 2021) was approved.

d) List of receipts & payments from the 4 cashbooks (1 April 2020 to 31 March 2021).

Resolved: The list of receipts and payments from the 4 cashbooks (1 April 2020 to 31 March 2021) were approved.

Councillor Mitchell reported that she would verify the accounts for months January – March 2021 in the next week. Councillor Mitchell sought assistance for the verification of accounts. The RFO reported that the electronic filing system was working well. She welcomed any feedback about the filing system being utilised.

Resolved: Councillor Atkinson offered to assist. He would carry out April's verification and alternate with Councillor Mitchell going forwards.

36(2020-21) Internal Audit

The RFO reported that the annual internal audit had been undertaken by Jan Finch. Councillors considered the Internal Audit, Annual Governance and Accountability Return Statement. Councillors also considered the detailed Internal audit report.

Resolved: The recommendation from the Finance Committee to Full Council (who will be meeting on 04/05/2021) is that the Internal Audit, Annual Governance and Accountability Return Statement is received and noted.

The Committee **further resolved** that Councillors would consider the detailed Internal Audit report and report their comments to the RFO in readiness for the next Finance Committee meeting on 13/07/2021.

37(2020-21) Risk Register, quarterly review

The Committee considered the risk register (V2.0) and reviewed points 1 and 14:

Resolved: The Committee noted:

- a) Point 1: The RFO reported that she had made transfers between HSBC and Royal Bank of Scotland to keep within the FSCS protection.
- b) Points 14 and 19: Email Councillor Atkinson to provide the RFO with an update for these points 14 and 19.

38(2020-21) Asset Register, quarterly review

Councillors were asked to consider the asset register (V2.0, 31/03/2021) and approve the additions to the register (additions in version control table on the front page).

Resolved: The Committee approved the register (V2.0, 31/03/2021). The Committee further resolved, that the RFO make enquiries about the Asset Inventory System from Rialtas.

39(2020-21) The Annual Governance and Accountability Return (AGAR) 2020/21 –to make recommendation to Full Council meeting on 4 May 2021

The RFO reported that the Annual Governance and Accountability is made up of three parts pages 3 to 6:

Sections 1 and 2 are to be completed and approved by the authority (4 May 2021). Section 3 is completed by the external auditor and will be returned to the authority.

The Finance Committee were asked to consider section 2 (which the RFO had completed, signed and dated) and make their recommendation to Full Council.

Resolved: The recommendation from the Finance Committee to Full Council (who will be meeting on 04/05/2021) is that Section 2 is approved. The Committee **further resolved** that the commencement of the period for the exercise of public rights (Monday 14 June – Friday 23 July 2021) is minuted at Full Council.

40(2020-21) Council Budget and Reserves, Councillor Atkinson and the RFO

The Committee considered the councils earmarked and general reserves as well as the structure of the councils budget in preparation for the next budgetary process for 2022-23.

Resolved: The Finance Committee made the following recommendations. The recommendations be reported to the next Full Council meeting on 21/06/2021.

- a) The Christmas lights Receipts and payments monies be placed in an EMR. The balance at 31 March 2021 is £13,548.29
- b) The Emergency Plan £400 grant monies be placed in an EMR.
- c) The surplus monies, at 31 March 2021 is £9,538.62. That these monies be transferred into the 325 EMR Reserve Contingency.
- d) The top up for Precept (as per budget) is £659.00

The Committee **further resolved** that Councillor Atkinson and the RFO, review the budget headings and seek approval for the recommendations from the Committee, by email. Amended headings to be in place by 1 July 2021.

41(2020-21) New bank signatory for the Royal Bank of Scotland account

The RFO reported that outgoing Councillor Ryder was a bank signatory for the above account. A new signatory was required to replace Councillor Ryder.

Resolved: That Councillor Atkinson replaces outgoing Councillor Ryder as a signatory on the Royal Bank of Scotland account (cashbook 3). This recommendation be taken to the Full Council meeting on 04/05/2021 for approval.

42(2020-21) Date of next meeting

Meeting dates for the Civic year 2021-22 to be determined at the Annual Town Council meeting on 4/05/2021.

The Meeting Finished at: 08.32pm