



Garstang Town Council

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Garstang Scout and

Guide Headquarters

Kepple Lane

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Finance Committee Meeting, 12th July 2022 Minutes

Minutes of the Finance Committee held at Garstang Library, on Tuesday, 12 July 2022 at 7.30pm.

Present

Chairman: Councillor Atkinson

Councillors present: Atkinson, Allan, Halford, Lees, Mitchell and Pearson.

Also present: Town Clerk/RFO Edwina Parry

1) **Appointment of Chair and Deputy Chair**

Resolved: Councillor Atkinson was appointed Chairman and Councillor Pearson, Deputy Chairman.

2) **Apologies for Absence**

None

3) **Declaration of Interests and Dispensations**

None

4) **Public Participation**

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

5) **Minutes of Finance Committee meeting, 26 April 2022**

A copy of the minutes of the Finance Committee meeting held on 26 April 2022 had been circulated.

Resolved: The minutes of the Finance Committee meeting held on 26 April 2022 were confirmed and signed electronically as a true record.

6) **Receipts and payments account year end 2022/23 (Q1)**

The Committee were asked to consider and approve the following (circulated in verification bank reconciliation file on Teams):

a) Bank reconciliation year ending 30 June 2022 for the 5 cashbooks.

Resolved: The bank reconciliations for the 5 cash books ending 30 June 2022 were approved.

b) Summary receipts & payments to 30 June 2022.

Resolved: The summary receipts & payments report (1 April 2022 to 30 June 2022) was approved.

c) Detailed receipts & payments budget report (1 April 2022 to 30 June 2022).

Resolved: The receipts/payments by budget report (1 April 2022 to 30 June 2022) was approved.

- d) List of receipts & payments from the 5 cashbooks (1 April 2022 to 30 June 2022).

The Committee noted that the RFO, due to Annual Leave, had not entered all credit card purchases onto the new cashbook 6.

Resolved: The list of receipts and payments from the 5 cashbooks (1 April 2022 to 30 June 2022) were approved.

April, May and June's accounts had been put on Teams for verification on 7/07/2022. Quarter 1 bank verification had been undertaken by Councillor Pearson on 7/07/2022.

7) **Risk Register, quarterly review**

Councillors considered the risk register (V2.0).

The Committee noted and resolved:

- a) Point 21: Action Plan

Resolved: the Committee acknowledged that this piece of work needs to be actioned by Chair of Personnel. The Chair of Personnel to start collating the action plan for Full Council to approve, and a process be put in place going forward to ensure its continued relevance.

- b) Point 24: risk assessments are outstanding.

The Committee noted that progress had been made and is covered on the fortnightly catch up with Chair of Personnel and Clerk. Discussion on the risk rating was discussed.

Resolved: The Committee increased 'likelihood score' from 1 to 2 and the 'impact score' from 2 to 3, increasing the risk level to a 'red' 6. Chair of Personnel to target risk assessments as part of the Clerk's workload. The aim would be to bring back this item to November's meeting, with the intension of reducing the risk level.

The Committee **further resolved** that the Clerk's 'Display Screen Equipment' is actioned by the Personnel Committee.

The Committee discussed business continuity, as a risk, in case of prolonged staff absence. The Committee **further resolved** that this should be picked up by the Personnel Committee.

8) **Asset Register 30 June 2022**

Councillors considered the circulated asset register.

Outstanding actions:

- a) Complete entries of current values,
- b) clarification of bog garden at Kepple Lane Park.
- c) An audit of the Kepple Lane Park equipment and furniture/fixings at the Scout Hut needs undertaking.

With the above points noted, the Asset Register was approved.

9) **Internal Audit recommendations year end 31 March 2022**

As part of the AGAR external audit checklist the Town Council needs to have taken 'appropriate action on all matters raised in reports from internal and external audit.' To warrant a positive response to this assertion, the authority

needs to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate.

Resolved: The Committee considered the Internal Audit report. The auditor noted that names of employees were included in the cashbook, particularly in relation to salaries. This information should remain anonymous, in-line with GDPR and therefore the staff member's name should be replaced by the job title i.e. Clerk's salary etc.

The RFO reported that she had actioned the recommendation in the Quarter 1 accounts. The Committee endorsed the recommendation that names of employees should be kept confidential.

- 10) **Budget 2023/24**
Resolved: The Committee approved the time line as detailed in the Appendix.

The Committee **further resolved** a preliminary rate of inflation of 5% for operating costs. The Committee delegated to the RFO, in consultation with the Chair of Finance, to change the rate of inflation in the lead up to preparing the budget.

- 11) **Allotment notice**
The Committee noted that one of the tenants had given notice on their allotment plot. The tenanted noted that they are supposed to give a year's notice but has asked if they could pay a proportionate rent for part of a year and we would like to pay for a further quarter until September to allow them to harvest the few crops they have.

Resolved: The Committee accepted the proposal for the tenant to pay up to September and that correspondence be delegated to the RFO and Chair of Finance Committee. The Committee saw this as an opportunity to review the allotments and engage pro-actively with the current tenants.

Standing item: outstanding resolutions

- 12) **Tree Surveys, Councillor Atkinson – for information**
To note that the tree surveys have been received for Moss Lane Park and Kepple Lane Park, and the Chair, Deputy and Clerk will review and bring forward a proposal for action required to be completed post nesting season.

- 13) **Moss Lane Park, Councillor Atkinson – for information**
Cllr Atkinson has sought an update from the project team on the progression with the meeting with Kompan.

- 14) **Nationwide saving account – for information**
The RFO is awaiting confirmation that the Nationwide account is open. Once confirmation has been received cashbooks 1 and 2 (HSBC current and deposit account) will be closed and monies from the money market account will be transferred into the Nationwide savings account.

- 15) **Key Holders Register, Councillor Atkinson – for information**
The key holders register is nearing completion

16)

Date of next meetings

8 November 2022, 10 January 2023 and 18 April 2023.

The Meeting Finished at: 08.27pm

Appendix**1) Item 10 Budget 2023/24 Timeline**

Date	Meeting	Information
15 August 2022	Full Council Meeting	Councillors are given notice that they will need provide budgetary figures at August's meeting. Cllrs are asked to ensure that suitable estimates are obtained to support budget requests.
19 September 2022	Full Council Meeting	Agenda item to be included at Full Council seeking budget figures for projects from Councillors. Following this agenda item, the Clerk/RFO to prepare draft budget according to % increase provided by Finance Committee, for the Finance Committee Meeting, in accordance with Financial Regulations 3.2, in consultation with the Chair of Finance.
8 November 2022	Finance Committee Meeting	To include Q2 accounts and draft budget.
5 December 2022	Full Council Meeting	Draft precept figure and budget for comment by Full Council to be included in agenda Confidential Budget including staff costs (as per financial regulations 7.4) to be included with agenda on Teams for all Councillors to review. Draft budget (with redacted staff costs as per 7.4 Financial regulations) to be circulated to the public via the Town Council website.
10 January 2023	Finance Committee Meeting	Finance committee meeting will include agenda item for finance committee to make any final changes to the budget, which will at this time include the Tax Base as provided by Wyre Council. Finance Committee will approve a draft to be submitted to Full Council for approval. This to include the following: <ul style="list-style-type: none"> • Budget paper • Band D equivalent using tax base provided by Wyre Council. • Any changes to EMRs
16 January 2023	Full Council Meeting	Confidential Budget including staff costs (as per financial regulations 7.4) to be included with agenda on Teams for Councillors to review and then approve along with the Band D Equivalent and any changes to EMRs This is in line with Financial Regulations 1.13 and 3.4. Draft budget (with redacted staff costs as per 7.4) to be circulated to the public via the Town Council website. Following Full Council meeting approved budget (with redacted staff costs as per 7.4) to be uploaded to the Town Council website.

		Information to be shared via the Focus Magazine on the changes to the Town Council budget, precept and band D equivalent.
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