FINANCE COMMITTEE

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY
12th SEPTEMBER 2019

PRESENT
Cllrs: Alan Chesters, John Martin, Simon Hamlyn, Bev Duffy, John Sinnott

IN ATTENDANCE

Andy Hall
Nicola Young – Town Clerk

1. Apologies
   Cllr Broders – work commitment
   Cllr Shepherd – work commitment

2. Declarations of interest
   None received.

3. Minutes
   After a proposal from Cllr Hamlyn, seconded by Cllr Martin, it was FIN/30/1920 RESOLVED to sign the minutes of the Finance Committee meeting held on 11th July 2019 as an accurate record of that meeting.

4. Public Participation
   None present

5. Finance Committee Resolution Register
   Committee moved to sign off all completed resolutions.

6. Accounts
   After a proposal from Cllr Hamlyn, second by Cllr Duffy, it was FIN/31/1920 RESOLVED to accept Months 4 Income & Expenditure and Balance Sheets, noting net income over expenditure as £398,266.

7.08pm Cllr Sinnott joined the meeting.

7. Monthly Purchase Ledger, BACS and Cheque Payments
   After a proposal from Cllr Hamlyn, seconded by Cllr Martin, it was FIN/32/1920 RESOLVED to receive and sign the total monthly purchase ledger, BACS and manual cheque payments for July 2019, totalling £64,243.66.

8. Petty Cash
   After a proposal from Cllr Hamlyn, seconded by Cllr Martin, it was FIN/33/1920 RESOLVED to receive and sign the petty cash account ledger, totalling £41.54.
9. Credit Card
After a proposal from Cllr Duffy, seconded by Cllr Hamlyn, it was FIN/34/1920 RESOLVED to receive the Credit Card payments record for July & August and duly signed as an accurate record, noting total payment of £158.21 and

10. Virement Report
Where it states, “Finance & Personnel Committee” in the Virement Report, remove “& Personnel” in relevant boxes, initialled by Cllr Chesters. After a proposal from Cllr Duffy, seconded by Cllr Hamlyn, it was FIN/35/1920 RESOLVED to accept the Virement Report with amendments.

11. Financial Regulations
Amended Financial Regulations were presented to Committee as proposed by the working party. Committee requested a copy with the amendments highlighted to be put before the next Committee meeting.

12. CLERK’S SPENDING POWER
Members were requested to put a proposal to full Council should an increase in the Clerk’s spending power from £1,000 to £2,000 be proposed.

13. PURCHASE SUITABLE DISHWASHER
After a proposal from Cllr Chesters, seconded by Cllr Sinnott, it was FIN/36/1920 RESOLVED that the Clerk purchase a suitable WRAS compliant dishwasher noting that the cost would be over the Clerk’s spending limit.

14. PURCHASE PROJECTOR
After a proposal from Cllr Chesters, seconded by Cllr Hamlyn, it was FIN/37/1920 RESOLVED that the Town Clerk purchase a new projector, subject to demonstration.

15. REVIEW ROOM HIRE
After a proposal from Cllr Hamlyn, seconded by Cllr Duffy, it was FIN/38/1920 RESOLVED to hold the prices for one year, ie, retail 2019-2020 prices for 2020-2021 Financial Year and to have a working group in the next financial year to review room hire costs.

16. CHRISTMAS LIGHTING SCHEME
After a proposal from Cllr Chesters, seconded by Cllr Hamlyn, it was FIN/39/1920 RESOLVED that, subject to clarification on cost per annum of putting up extra lights, the Finance Committee recommend to full Council that a 3-year contract is offered to LITE.

17. CALDICOTT FESTIVAL
The Caldicott Festival were requested to submit a funding application form to cover room hire costs for their event on 29th February 2019.

The Town Clerk confirms the recording device was switched off.

18. Confidential Business
After a proposal from Cllr Duffy, seconded by Cllr Duffy, it was FIN/38/1920 RESOLVED that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staffing matters.

Signature: .................................
19. Training
After a proposal from Cllr Chesters, seconded by Cllr Martin, it was FIN/39/1920 RESOLVED to pay for the Accounts Officer to attend AAT Advanced Certificate in Bookkeeping at a total cost of £1,417, subject the money being paid back if the officer leaves within the period indicated in the Staff Handbook.

The meeting closed at 7.50pm.

Chairman................................................................. Date..............................................................