

Minutes of Finance & Governance Committee held on  
10<sup>th</sup> October 2017 at the Town Hall at 5pm

Persons present: Cllrs Evitt (Chair), Byles, Robins, Burke and Blake

- **Apologies** – none received
  - **Minutes of the previous meeting** – approved unanimously
  - **Chairs action** - none
  - **Staffing** – the move to the Sherfield Room of the Volunteer Centre and Licence of the premises have been completed. Office furniture has been purchased and the new office is excellent. Cllr Robins Line Manager of Town Clerk gave Committee an update of Town Clerk's progress to date and confirmed he will be carrying out her review later this month to assess whether to confirm her appointment. The Town Clerk with Cllrs Byles and Robins will be interviewing applicants for the Administrative Assistant post on October 19th. Two good applications have been received for this post. Cllr Byles is drafting the new Contract of Employment for the Town Clerk to reflect her new hours (30 hours a week) and a letter to the caretaker to set out his duties whilst the reroofing and toilet works are being carried out.
  - **Project Manager's line manager** – confirmed this is Chair of F&G Cllr Evitt.
  - **Finance**
  - **Resolved unanimously** to authorise a total virement of £194.13 from cost code 25 of the Finance & Governance budget (Payroll & Book Keeping ) to (a) Cost code 21 IT Equipment & Scribe (£27) and (b) Cost code line 33 Insurance (£69.73) and (c) Cost Code 26 Audit (£97.40).
  - **Internet Banking and Credit Card – resolved unanimously** to recommend the Town Council adopts internet banking for its current account which shall at no time have a balance higher than £25,000 (TBC) and to obtain a credit card with a limit of £1,500 per month subject to the terms and safeguards set out in the background paper sent by Cllr Byles to all Town Councillors and the Town Clerk in an email dated 3<sup>rd</sup> October
  - **VAT registration** – Cllr Byles reported she was waiting for Elysian Associates to complete the forms relating to exercising the option to tax and register the Town Council for VAT.
  - **Governance- Councillor Vacancies** – advertisements noted. It is anticipated new Town Councillors will be appointed at the November meeting.
  - Noted Cllr Blake will be attending a Councillor Induction course on November 16<sup>th</sup> and 17<sup>th</sup>
  - **Tendering Contracts and Agreements** – noted wedding insurance was not needed at present because there is only one wedding booked whilst the reroofing and toilet works are being carried out. The adequacy of the current storage arrangements relating to insurance cover are to be checked and reported upon at the next meeting.
  - **Health & Safety (including risk assessments)** Asset Management and risk assessment -the Chair will pursue with the Town Clerk. Town Hall capacity numbers – to be considered at the next Committee meeting.
  - **Grants and Donations** – none
  - **Reports and Updates** – none
  - **Correspondence and Referrals** – none
  - **AOB – Unanimously resolved** to authorise the purchase of a new laptop with software and anti-virus protection together with a machine to provide back up for all Council laptops for up to £800 from Cost code line 20 – office costs
  - **Resolutions to Town Council**
1. To note the minutes of the Finance and Governance Committee held on 11<sup>th</sup> October
    - 2.1 To consider whether to convert the current account with Barclays bank from a cheque account to an internet banking and cheque account

- 2.2 To consider whether to apply for a credit card having a limit of £1500 per month to be used by the Town Clerk as RFO for purchases for the Town Council
- 2.3 In the event of the Town Council agreeing to 2.1 and 2.2 above to follow the procedures listed on attached **appendix 1** as safeguards protecting against theft and fraud. Which will be included as an addition to the existing financial regulations.
3. To authorise a virement of £194.13 in total from cost code line 25 of the Finance & Governance budget (Payroll & Book Keeping ) to (a) Cost code 21 IT Equipment & Scribe (£27) and (b) Cost Code 33 Insurance (£69.73)and (c) Cost Code 26 Audit (£97.40).
4. To resolve whether to purchase a new Lap Top for the Town Council with software and anti virus protection for a sum not exceeding £800 from cost code 20 of the Finance & Governance budget.
5. To amend the Financial Regulations 2017 adopted by the Town Council at its March meeting as follows:
- (a) Clause 6.18 the words “credit card with a spending limit of £1500 per month” shall be substituted for “debit card”
- (b) Clause 6.21 shall be deleted and Clause 6.22 used but any petty cash float shall be restricted to £100.

The Meeting closed at 7 pm.