

Whittlesey Town Council

FINANCE & POLICY COMMITTEE

Minutes of the Finance & Policy Committee held on Monday 17th June 2019 at 6.30pm at Grosvenor House, Grosvenor Road, Whittlesey

Present: Cllr Boden, Cllr Bristow, Davies, Dorling, Miscandlon

Officer in Attendance: Mrs Sue Piergianni – Town Clerk & RFO

Recording: DS250246.DS2

FP53/19 - To receive apologies from absent Members.

Cllr Mason (holiday), Cllr Mrs Mayor (civic)

FP54/19.- Declaration of Members Pecuniary Interests, on items to be discussed later in the agenda and the Council to decide which items are to be discussed as confidential under agenda item number FP62/40.

There were no declarations

FP55/19 – Public Forum - 10 Minutes

There were no members of the public present.

FP56/19 - To confirm and sign the Minutes from the last meeting of the Finance & Policy on Monday 20th May 2019.

Ratified: The minutes were approved and signed as a true record.

FP57/19 Agenda Items for Discussion

- Accountancy – The Chairman advised members that all items pertaining to the accountancy would be dealt with under separate headings below.
- Flexed monthly budgets, cumulative budget variance analysis and forecast outturn reporting – update from meeting with the Chairman and the Clerk. The Chairman confirmed that following a meeting with the Clerk he will produce the forecast outturn variance report, and the cumulative budget. The Clerk will produce the figures at month end to save additional work, she will also investigate reserve accounting over the next few months but only for the election costs. Cllr Dorling asked if there were copies of the proposed reports, the Chairman advised these will be ready for the next meeting and would be easy for all Councillors to understand
- VAT and Civic/Mayoral events – update. The Clerk advised members that the Civic events are part of the town council budget however the mayoral events are kept separate and in a separate bank account, this does deter the mayor from using function companies who charge VAT as we would not claim it back. The Clerk to investigate other councils' procedures and report back. Cllr Bristow asked if we could run this as a charity and be registered with the charity commission, there will be additional work for the Clerk and the Chairman agreed that this was not a good idea, however the Clerk will investigate this.
- Reserve Accounting – The Chairman advise the Clerk would work on this over the course of the year. The Chairman advised this is not urgent and that we would only look at reserve accounting for the election expenses.
- Financial reporting from the Property Working Group. The Chairman asked members from the Property Working Group if they were aware of any potential overspend outside of the budget and contingency for the new premises, Cllrs Dorling and Miscandlon confirmed they were not aware of

any additional unbudgeted spend. Cllr Dorling advised that large payments will start to go out in July 2019, as these are going to be unusually large payment the Chairman wished to ensure they are checked, the Clerk advised the invoices will be checked by Swann Edwards and two members of the property working Group, Cllr Dorling is keen to ensure the invoices clearly identify the part of the build / refurbishment they are relevant to with a high level of detail. This will then ensure the VAT can be claimed back. We are going to have some unusually large payments, and therefore we need to ensure each invoice has a high level of detail. Cllr Dorling will produce the reports showing the spend against the budgeted headings.

- Policies – Financial Regulations – The Clerk to send out the policy with some changes, the Chairman advised any comments to be fed back to the RFO and all other members. The Clerk will be working on policies throughout the year.

FP58/19. Financials. - There are no changes to figures that were presented at Full Council on 12th June 2019.

- Bank Reconciliation for year-end 31st March 2020 – There were not change to this. Members asked if the details from the names from the three high interest banks could be removed. Cllr Dorling has investigated instant access accounts and advised we can achieve a better rate and will email the Clerk. The Clerk will contact CCLA and obtain their rates.
- Year to date Figures. The figures are as at 12th June 2019
- Payment List for approval – The payment list has not changed since Full Council.
- Uncashed Payments – There were no uncashed payments.

FP59/19- Donation Requests

There was no donation requests

FP60/19 – Information

There was no information.

FP61/19– Date of Next Meeting – Monday 15th July 2019 at 6.30pm.

FP62/19. Exclusion of the Public, including the Press.

Meeting Closed:



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Cllr Chris Boden
Chairman
Finance & Policy Committee

