
MINUTES OF THE FINANCE COMMITTEE HELD ON WEDNESDAY 24TH JUNE 2020, 7PM (ONLINE)

- 1. Welcome from the Chair of the Committee**
The Chair welcomed everyone to the meeting and apologised for the late start due to a few technical difficulties.
- 2. Attendance of Councillors to be recorded**
In attendance: Cllrs Louise Gerrard (Chair), Nadia John, Debbie Harwood
Julie Shirley Locum Clerk (upto item 7)
- 3. To receive and record any apologies for absence**
Apologies: Cllr Sara Stevens and Cllr Peter Kotwica (work commitments)
Absent: Cllr Jason Mills and Cllr Gareth Evans
- 4. To record any declarations of interests on matters on the agenda**
Cllr Debbie Harwood as an employee of the youth centre declared an interest in case the issue was raised as part of agenda item 10 – Council Plan
- 5. To receive any public representations at the discretion of the Committee Chair**
There were no public representations made
- 6. To approve the minutes of the Finance Committee held on 24th September 2019**
The minutes of the Finance Committee held on 24th September 2019 were proposed by the Chair, seconded by Cllr Harwood and APPROVED
- 7. To receive an update from the Clerk on the 2019/20 financial year end position**
The Locum Clerk had circulated a report outlining that the year end accounts are currently with the independent auditor and that a few issues have arisen which has resulted in a delay in closing the 2019/20 accounts. These matters have been resolved and it is hoped to close the accounts in the next week so that the Annual Governance & Accountability Return can be prepared and submitted to Council to approve. The Chair thanked the Locum Clerk for her efforts in supporting Council through the year end process.
- 8. To receive an update from the Clerk on bank mandate changes and bank transfers**
The Clerk reported that the mandate change had been approved by Council's banks and that access to online banking was being arranged.
- 9. To consider Council's requirements for a new financial management system and the process for procuring it.**
The Clerk outlined the anticipated process for procuring a new financial management system, the options available to council, the essential & desirable functionality and timetable for implementation. Following a discussion, it was felt that a system that included room booking and other asset management functionality would be beneficial to help reduce duplication and errors between systems. It was agreed that the Clerk would

gather quotations and provide a report to the next Finance Committee with the aim of procuring a new system for the start of the 2021/22 financial year.

- 10. To receive a report from the Clerk on the impact of COVID-19 on council's finances**
The Clerk presented a report outlining the financial impact of the COVID-19 closure on the Community Centre and overall council finances. This situation would be kept under review for the remainder of the financial year and the losses covered by Council reserves.
- 11. To consider council's draft action plan and the implications for council finances and budget setting**
The draft action plan was discussed and several items were added and re-prioritised. This would be considered and approved by Full Council and used to help set the council's budget in the future.
- 12. To receive an update from the Clerk on the review of Council's contracts and regular contractors and to consider the development of a procurement policy**
The Clerk circulated a list of contracts, contract value and their end dates. The Clerk will bring these to the relevant committee in order to review and re-tender in a timely fashion. The Clerk will bring to the next Finance Committee a draft Procurement Policy for consideration which will help with appointing contractors and contracts in the future.
- 13. To review Council's Grant's policy and recommend its adoption at full council**
The Clerk circulated a revised draft grants policy and application form for consideration. The Clerk confirmed that the grants budget for this financial year is £10,000. There was no further comments on it and it was recommended that this be recommended to Full Council for approval in order that it could be advertised and grant applications considered in the Autumn.
- 14. The date of the next Finance Committee will be held on Wednesday 26th August 2020 at 7pm**

The meeting was closed at 19.45pm