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## MINUTES OF THE FINANCE COMMITTEE HELD ON WEDNESDAY 28<sup>TH</sup> OCTOBER 2020, 7.00PM (ONLINE)

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- 1. Welcome from the Chair of the Committee**  
The Chair welcomed everyone to the meeting
- 2. Attendance of Councillors to be recorded**  
Cllrs Louise Gerrard (Chair), Gareth Evans, Debbie Harwood, Peter Kotwica, Luke Wolton
- 3. To receive and record any apologies for absence**  
Apologies were received from Cllr Jason Mills
- 4. To record any declarations of interests on matters on the agenda**  
No declarations of interest on any agenda matters were made
- 5. To receive any public representations at the discretion of the Committee Chair**  
There were no public representations
- 6. To approve the minutes of the Finance Committee held on 30<sup>th</sup> September 2020**  
The minutes of the meeting of the Finance Committee held on the 30<sup>th</sup> September 2020 were proposed by the Chair, seconded by Cllr Harwood and unanimously APPROVED and signed by the Chair as a correct record.
- 7. To receive an update from the Clerk on the external audit and inspection period**  
The Clerk reported that we have not received any correspondence from the external auditor since the submission of the audit
- 8. To receive a report from the Clerk on changes to council's banking arrangements**  
The Clerk outlined the benefits of switching bank accounts with online dual authorisation and the process and timescale for doing so. It was proposed by Cllr Harwood, seconded by Cllr Kotwica to switch councils banking arrangements as per the clerk's recommendations contained in the report.
- 9. To receive an update on the introduction of the new financial management system, facilities bookings and cemetery management software.**  
The Clerk reported on progress with the introduction of the new systems. Staff have training booked in and are preparing information for transfer. It was AGREED that three councillors would shadow and be trained up in the use of these systems.
- 10. To consider the draft budget for the 2021/2 financial year:**
  - (a) The actual expenditure against budget for the current financial year and the projected year end position for 2020/21  
The Chair and Clerk ran through each of the committees in turn discussing the current year to date and year end figure, exploring reasons for loss of income and over spends. Cllr G Evans left the meeting at this point

(b) The draft budget for the Finance Committee for 2021/22

The Committee discussed the proposed finance committee budget for the forthcoming year

(c) The whole council draft budget for 2021/22

The Chair of the committee explained that the individual committee budget requests for 2021/22, if all were to go ahead would result in an unacceptable increase in council tax and therefore committees would need to re-consider and prioritise. Finance committee members then suggested revisions to be discussed at the next committee cycle. The Clerk explained that this would also give the council time to consult with the community and use the most upto date projections and tax base figures to calculate and agree the final budget in January.

**11. To receive a verbal report from the Clerk on any urgent correspondence relating to the work of the Committee**

The Clerk had no urgent matters to report

**12. To note the date of the next Finance Committee which will be held on Thursday 17<sup>th</sup> December 2020 at 7pm**

The date of the next meeting was NOTED and the Chair closed the meeting at 8:05pm