
MINUTES OF THE FINANCE COMMITTEE HELD ON WEDNESDAY 30TH SEPTEMBER 2020, 7.30PM (ONLINE)

- 1. Welcome from the Chair of the Committee**
- 2. Attendance of Councillors to be recorded**

The following Councillors were in attendance: Cllrs Louise Gerrard (Chair), Gareth Evans, Debbie Harwood, Peter Kotwica
- 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 interests were declared
- 5. To receive any public representations at the discretion of the Committee Chair**

No public representations were received
- 6. To approve the minutes of the Finance Committee held on 24th June 2020**

The minutes of the Finance Committee held on the 24th June 2020 were proposed by Cllr Gerrard, seconded by Cllr Harwood and unanimously APPROVED
- 7. To receive an update from the Clerk on the external audit and inspection period**

The Clerk reported that the external audit was submitted on 14th August 2020 following approval by full council on 5th August, PFK Littlejohn have confirmed receipt and we are awaiting final sign off.
- 8. To receive an update from the Clerk on bank mandate changes and bank transfers**

The Clerk is awaiting forms from the banks and will progress with the agreed mandate changes. The Clerk also reported that she was investigating options for changing banks to allow for Cllr authorisation of online payments, therefore reducing the number of cheques issued and would report back to a future committee meeting.
- 9. To consider quotations for a new financial management system, facilities bookings and cemetery management software.**

The Clerk presented information about financial management systems and the different merits of the three alternative systems. Following a short discussion it was proposed by Cllr Gerrard, seconded by Cllr Harwood and unanimously AGREED to switch to EDGE financial management software and their associated cemetery management and facilities management modules. The Clerk would work with the other office staff to get these systems up and running and look at the feasibility and process for introducing a financial system mid year.

10. To consider the process and timescales for setting the 2021/2 budget

The Clerk and Chair outlined that there would be an agenda item on the next committee agendas for them to consider their budget requirements for the 2021/22 financial year. The Clerk would collate this for further discussion at the next finance committee before further discussion with committee chairs and Full Council at the beginning of November.

11. To receive any financial management reports on the work of the committee.

The Chair asked that the Clerk progress the matter of the photocopier contracts and the Committees financial monitoring report was NOTED.

12. 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 or correspondence to report

13. To note the date of the next Finance Committee which will be held on Wednesday 28th October 2020 at 7pm

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