

MINUTES
of the
Remote Finance Committee meeting held on 7th May 2020 via Zoom

Present: Cllrs K Brennan (Chair), P Aldridge, H Bowman, C Danter, J Raywood, S Raywood

In attendance: D Hill (Town Clerk)

- F.19.149 To receive apologies**
Apologies received and accepted from Cllr Walker (health). Proposed by Cllr Aldridge, seconded by Cllr Bowman.
- F.19.150 To receive declarations of interest**
None.
- F.19.151 To receive dispensations**
None.
- F.19.152 To approve the Minutes of the Finance Committee meeting held on 5th March 2020**
It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 5th March 2020. Proposed by Cllr Danter, seconded by Cllr J Raywood.
- F.19.153 Matters arising from the Minutes – for information only in relation to matters not on the agenda**
F.19.157 – Watson Hall non-attributed costs to be added to the next agenda.
F.19.158 – Outstanding query regarding a grant application. Town Clerk to confirm at the next meeting.
- F.19.154 To receive correspondence relating to the Finance Committee**
None received.
- F.19.155 Public Participation**
None received.
- F.19.156 To review earmarked reserves available in 2019/20 and to agree use, retention or release of these reserves**
It was RESOLVED to transfer £5,910 from Legal Earmarked Reserves into Legal Fees and for the balance of £929 to be released. Proposed by Cllr S Raywood, seconded by Cllr J Raywood.
- F.19.157 To agree amounts to be earmarked from 2019/20**
It was RESOLVED to earmark £302 for Tourism & Marketing and £1,000 for Elections. Proposed by Cllr S Raywood, seconded by Cllr J Raywood. Cllr Aldridge was against earmarking £1,000 to Elections.
- F.19.158 To receive an update from the Town Clerk on the Finance work programme**
The Town Clerk reported that preparation work for end of year closedown on 14th May was complete. In preparing year end accounts and completing the March bank reconciliation an issue had been identified with capturing online card payments. The

problem identified related to around £1,000 worth of card payments. However, on identification of the problem work had been undertaken to recover amounts owed and as at the date of the meeting £650 had been recovered. **Action:** An update will be provided at the next Finance Committee meeting.

F.19.159 To consider the use of a pre-paid charge card

It was noted that a charge card should be considered due to the increasing requirement for goods to be paid for at time of purchase rather than on receipt of an invoice. **Action:** Town Clerk to investigate the card options with Lloyds Bank.

F.19.160 To agree the payments list

None. The Town Clerk advised that payments for April would be authorised after year end closedown.

There being no further business the meeting closed at 2.550pm

Signature of Chairman upon approval of the minutes 28th May 2020